Undergraduate research funds are provided through generous contributions made by Purdue alumni, parents, and friends of the University. It is important to acknowledge contributions that ease the financial burden these experiences possess.

Donors of undergraduate research funds are interested in learning about the students they support and their accomplishments.

Receiving well-written thank you notes and reports on your success in a stewardship report tells the donor their gift was appreciated. Your note reminds them why they gave and often helps secure gifts for future researchers.

The goal of the thank you note is to thank donors for their generous contribution to your professional future and to share a little about your experience and how it will lead to your success.

SUGGESTIONS FOR WRITING YOUR NOTE

- Create a handwritten thank you note with your best handwriting. A handwritten note conveys sincerity. The Office of Undergraduate Research has blank thank you cards you can use.
- Thank you note style should be business professional, which means to use a note that is blank on the inside for you to write your message.
- It is preferable to either fill both sides or use only one side of the thank you note. Do not start at the top of the note and end half-way down the bottom half of the note and leave too much white space.
- Address your note to Dr., Mr., or Ms. [Last name] or the group if you are unsure of the gender or name of the donor, please contact UGResearch@purdue.edu.
- Practice writing your note before writing on the thank you note. Proofread your message and have someone else read it.
- You should sign your thank you card with a legible signature. An illegible signature negates a thank you note if the reader does not know who sent it.
- Express enthusiasm for your activity and be sincere of your gratitude.
- Ensure you write a thank you note to each donor if you received funding from two or more funds.

If you have any questions about the thank you note or other funding components...

PLEASE REACH OUT TO:
Office of Undergraduate Research
Purdue University
UGResearch@purdue.edu