



## Thank You Letter Tips

### Stylistic Guidelines

1. **Type your letter.** It is recommended your thank you letter be typed rather than hand written so that the donor may read the letter with ease.
2. **One page in length.** A one-page thank you letter is an appropriate length.
3. **Proofread your letter.** Be sure that you and/or someone else proofreads your letter to check for any grammar and/or spelling errors.
4. **Provide your handwritten signature.** Handwriting your signature adds a personal touch to your thank you letter.

### Content Guidelines

- Be sure that you include all the parts of a letter: date, header, salutation, body, closing, and your handwritten signature & name.

