Unit Letter Head

February 9, 2018

«Donor\_Name»

«Donor\_Addr1»

«Donor\_Addr2»

«Donor\_Addr3»

«Donor\_Addr4»

«Donor\_City», «Donor\_State» «Donor\_Zip»

Dear «Salutation»,

I want to take this opportunity to thank you for the support you are providing the «Unit\_Name» faculty by your gift to help create the «Fund\_Name». In the «Age\_of\_Unit»-year history of our School it is exciting to celebrate this milestone together.

It is my pleasure to share with you the news that «Faculty\_Recipient\_Name» has been selected to receive the «Fund\_Name» effective «Award\_Date». I have enclosed a copy of their curriculum vitae, a short bio and their personal application statement to help you become more acquainted with their scholarship and teaching.

The process by which «Faculty\_Recipient\_Name» received this honor was rigorous. «Selection\_Process\_Note»

It cannot be underestimated the impact your gift has made for our faculty and tomorrow's leaders, helping people «Impact\_Statement».

I look forward to keeping you appraised on «Faculty\_Recipient\_Name»’s work, «Salutation». «Ceremony\_Information»

Please don't hesitate to contact me personally or if you have questions or need additional information.

On, Wisconsin!

«Signatory»

«Signatory\_Title»