



## Writing or Filming “Thank You” to Awards Donors

We strongly encourage you to express your gratitude to the donor or donors of your award by writing a thank you letter or creating a short video. The donor has unselfishly given to support students like yourself, receiving a thank you lets the donor know the award is appreciated reminding them why they gave in the first place.

A well composed video or well-written letter reflects favourably on you and is important to the donors, who appreciate learning about you, your goals and future plans.

The following is a suggested outline of how you might write your thank you letter or video

- Name of the award or bursary.
- Thank the donor for their generosity by using the name of the award.
- Tell the donor how it makes a difference to your education.
- Tell the donor a little about yourself—where you come from, why you chose Camosun, or what field of study you have chosen.
- Talk about your goals and future plans after completing your education at Camosun.
- Thank the donor again.

Once you have written your letter or created a video, please be sure to check for spelling and/or grammatical errors. It is wise to always **proofread** your writing.

How do you get your thank you to the donor? We can help.

1. Emailed ‘thank you’ please send your letter or video as an attachment in PDF or Word format. You can email your attached document to [foundation@camosun.bc.ca](mailto:foundation@camosun.bc.ca)
2. Feel free to include a picture of yourself for the donor.