



Wyoming Community Foundation Thank You Letter Tips

As a recipient of a grant from the Wyoming Community Foundation, a thank you letter is always appreciated. When writing a thank you letter, here are a few things to think about:

- Who are you writing it to, or who is your audience? For example, are you writing to an individual or family member who holds a fund at WYCF, a local advisory board otherwise known as fellow community members, or even a staff member?
- What are you thanking them for? The program they supported, technical assistance they provided, or are you thanking this person for their overall volunteerism and commitment to their community?
- Did they do something extraordinary for which you would like to thank them for?

Other Tips:

A photo included is always a big hit. People love to see the difference their grant made to the program and to people's/animals' lives.

It can be typed or handwritten but a handwritten note is one of the sincerest forms of appreciation.

Mail or e-mail your letters to us, and we will forward them on to the appropriate contact. If you have any photos you would like to share of the program being supported, feel free to send those as well!

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