Please use this outline to assist in writing thank you notes to your sponsors!

Dear (Insert the company or manager’s name here),

State how you plan to use the gift. Is it a prize for an event? Maybe money that will help SMAC book a bigger and better band to bring more people to the SMAC Philanthropy concert in February.

State WHY you are thankful for the gift. Tell them how THEY helped make a difference for SMAC, USM, and the students.

Close the note with another thank you and how you look forward to working together for future events!

Sincerely, (Your name AND SMAC)