**How to Write a Thank You Note**

Writing a thank you note doesn’t need to be difficult or time consuming. Here is a simple formula:

* Express your gratitude and name the gift or action you received.
* Write a sentence or two about how you benefited (or will benefit) from the gift or actions.

**Handwritten vs. Email**

Handwritten thank you notes are ideal for seminarians who have received gifts for IPF. In a time sensitive situation, an email is considered acceptable to send. However, you would also like to follow up with a hand written note of thanks.

**Words and Phrases**

* I am grateful for your generosity.
* I am so pleased that you could support me.
* I am so touched by your generous gift.
* Thank you for donating this gift of money to support me.
* Thank you for taking the time to listen to my appeal and for helping me in this endeavor.
* I am so happy you are able to support me at this time.
* I am overjoyed by your generosity.
* I am so grateful for your support.
* Thank you ever so much for the support.
* I really appreciate all you have done to help me out with the IPF program.
* It was so nice of you to help me out with the IPF program.
* I will always remember how you helped me to participate in this important program.
* Thank you for all you have done to support me in my seminary formation and all that is asked of me to prepare for priesthood.