

Written Communication Samples

Gift Contact Sample

Dear Sophia,

It was so good to catch up with you last spring and to hear about the latest successes in your life.

Did you remember that I am helping Smith with our class fundraising this year? Because of that, I am in close contact with staff there, and have learned of some amazing progress that is happening on Smith's campus. I would like to give you a call in the next two weeks to thank you in person for your generous gifts, to share news of the college and to hear your thoughts about Smith today.

If you would prefer I call at a different time, feel free to call or send an email to let me know what works for you. I now have a lifetime email at Smith at ssmith@smith.alumnae.net or call me at home at ###-###-####.

I am looking forward to talking with you soon.

Best regards,
Susie

Ambassador Sample

Dear Sophia,

Can it be two years since we last saw each other at our reunion? It seems like it was just months ago, really. I hope you are well!

Perhaps you remember that I am serving as a Smith Fund volunteer for Smith? I am really enjoying the opportunity to be in touch with the college, as so much is happening on campus. I actually get regular update emails from my staff contact there about what is new. Have you heard about the new Campus Center? It will bring together the best of both worlds of the housing tradition and a new community-gathering center. The Campus Center will not only offer food and entertainment, but has study and meeting space, and houses the new mail facility, bookstore, and convenience store. I am sure it will help the students meet and gather more frequently outside of class. Imagine what we could have done there!

I'm also in touch with how our class fundraising is going. After our amazing reunion gift, we are planning on keeping the momentum going with a class goal of \$###,### this year. The student phonathon is coming up in the next two weeks, so I hope you will remember to support the college again this year when you get the call. I know the student callers are so pleased when they can count on someone like us to pick up the phone and say yes to a gift.

I hope we have the chance to talk again very soon— give my best to your family, and have a wonderful fall.

Fondly,
Susie