



THANK YOU LETTER INFORMATION FORM

Major Gift Officer:

Letter Information:

Type of Gift: Individual Other

Endowment

Current Expendable

New Pledge

Pledge Payment

Outright Gift

Preferred Salutation (*Example: Helen Scheidt would be addressed as Honey.*):

Recipient Address (*if different from Banner*):

What is the motivation for this gift/pledge? (*Example, a scholarship established in memory of someone, etc.*):

Additional information: