

[Date]

[Mr./Ms. Full Name of Donor] or [Full Name of Organization]

Dear [Mr./Ms. Donor Name] or [Sir/Madam for (Full Name of Organization)],

(paragraph 1)

(paragraph 2)

(paragraph 3)

(closing paragraph)

Sincerely,

[Pen sign your name here]

[Type your name]

Student from [your programme name]

Hong Kong Baptist University

Thank You Letter Tips:

1. Write clearly and concisely.
2. Double-check for typos and grammatical errors.
3. Express enthusiasm and be sincere.
4. Type in business format.
5. Use quality paper.
6. Sign the letter.

Topics you may include in your letter:

1. why you chose your discipline of study;
2. your family background and financial situation;
3. how the donation has practically helped you to achieve your educational goal;
4. how the donation has practically helped you to achieve other life goals in your life, such as participation in social services and other extra-curricular activities; and
5. your education / career plans.

XXX 先生/女士(捐贈者名稱－全名)

XXX 先生/女士鈞鑒：

或

捐贈公司/組織名稱－全稱

敬啟者：

(段落 1 內容)

(段落 2 內容)

(段落 3 內容)

(結尾內容)

[親筆簽字]

[學生姓名] 謹啟
香港浸會大學 XX 系 X 年級學生
[日期]

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7. Use [閣下] [貴公司] [貴組織] 或 [貴基金會] to refer to the donor in the content of the letter.

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