## Thank You Letter to Postsecondary Institutions

#### [School Letterhead]

Date

Dear Contact’s Name or Institution,

On behalf of Name of High School, I would like to personally thank you for volunteering your time at our College Signing Day event. We also extend big thanks for your X donations to support our College Signing Day event. This event would not have been a success without partners like you.

During College Signing Day, we recognized Number of Seniors of our senior class for their college plans, including Number of Seniors planning to attend Name of Institution. Our students are one step closer to actualizing their dreams of attending college!

Summarize Events or Include Any Press Coverage.

Once again, Name of High School thanks you for your efforts and contribution of time at College Signing Day! We hope to see you at the event next year.

Sincerely,

Name

Title

Name High School

(xxx) xxx-xxxx