

Information for Official Thank You Letters

GSP Bellarmine University 2011

Faculty Name(s): _____

Service Provided to: (Circle one) FA GS

Name of Organization: _____

Name of Contact: _____

Contact's Mailing Address: _____

1-2 Sentences Describing Specific Service Provided: _____

Date of Service Provided: _____

Any Additional Information We Should Include: _____

Thank You!

Office Staff Use Only

Completed by: _____

Mailed on: _____