**Example note (professor has held appointment for one year or more):**

 December 12, 2018

Dear Endowment Stewardee,

As the calendar year comes to a close, I wanted to send you this brief note as the Jane and Pat Doe Endowed Professor. This is my third year holding the appointment, and I hope you have enjoyed my past reports on all that the Doe endowment has allowed me to accomplish. In 2019 I am looking forward to the publication of my book, and to a summer research trip to London. Please contact me at professor@uw.edu if you have questions, or any plans to visit the campus. I would love to host you to lunch or coffee.

Please accept my gratitude for the many ways in which the Doe endowment continues to support my work, and my best wishes for a joyful holiday season.

Sincerely,

Your name

Your appointment title

**Example note (professor has held appointment for less than one year):**

January 10, 2019

Dear Endowment Stewardee Salutation,

As the newly-appointed holder of the Jane and Pat Doe Endowed Professorship, I am writing to thank you and tell you how much I’m looking forward to all that the Doe endowment will allow me to accomplish over the next three years.

I am truly honored to hold the Jane and Pat Doe Endowed Professorship, and it would be my pleasure to host you for lunch or coffee to tell you about my work and my plans for the year. The best way to reach me is by email, at professor@uw.edu. I look forward to meeting you! In the meantime, please accept my gratitude and my best wishes for a joyful new year.

Sincerely,

Your name

Your appointment title