

Scholarship

Thank-You Letters

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. Receiving a well written thank you letter from a student is always special and lets the donor know that his/her gift was greatly appreciated. Your letter reminds them why they gave in the first place and often helps secure continuing gifts for future students.

TIPS FOR THANK YOU LETTERS

ADDRESS YOUR LETTER:

- “Dear Donor of the <Award Name Here> Scholarship” **OR**
- “Dear <Award Name Here> Scholarship Committee”

Check your award letter for the name of your scholarship and the correct spelling. Please do not address to the individual named because many of these are memorial scholarships.

Memorial scholarships are provided in honor of a person who is deceased. Address your letter to the scholarship committee not the deceased person. *Do not assume that scholarships honoring the deceased include the word “memorial” in the title.*

WRITE CLEARLY AND CONCISELY.

EXPRESS ENTHUSIASM, give it your own unique personality.

BE SINCERE! You should comment on the impact this gift will have on your future plans and what you expect to accomplish thanks in part to this financial assistance.

YOUR LETTER CAN BE HAND-WRITTEN OR TYPED.

A hand-written note shows you were really touched by this gift. While hand-written is best, a word-processed letter signed by you is also acceptable (especially if your handwriting isn't the greatest).

YOUR LETTER MAY BE WRITTEN ON PERSONAL OR PLAIN STATIONERY OR ON A PRE-MADE THANK YOU CARD. Use quality paper. (No binder paper.)

WRITE LEGIBLY AND CHECK THE SPELLING OF THE SCHOLARSHIP NAME AND THE DONOR. You might consider drafting your letter before putting it on stationery or a card to ensure that you have enough room to write what you want to say. Make sure your letter has a neat appearance.

Remember to print your name and **SIGN YOUR LETTER IN INK.** Word processed letters require an original signature.