THANK YOU LETTER WRITING TIPS

FORMAT AND MECHANICS:

There are several formatting techniques that we ask you to consider when drafting your letter. The tips below will assure that the letters are presented to the donors in a consistent manner:

- If you received multiple donor-funded scholarships, you must submit an individual thank you letter for each award you received.

- Please do not date your letter. Some of the donors give scholarships to several students, and we will send all the thank you letters to them at one time.

- Use your donor’s name in the salutation when appropriate or if you have multiple donors, please address your letter to the name of your scholarship donors – see example letter 3. You will find your donor’s name in the email from Alumni and Development. If you do not have this information please contact the Alumni and Development Office. Do not address the letter “Dear Mr. Mark Jones – a proper salutation reads:  Dear Mr. Jones:

- Letter should be typewritten in business format or handwritten. If handwritten it must be neat and legible, use of a thank you card or personal stationary or plain stationary is acceptable. White lined paper or notebook paper is unacceptable.

- Letters should be at least three paragraphs in length.

- Write clearly and concisely. Use proper grammar and spelling. Double-check for typos and grammatical errors.

Proofreading is very important. Be sure to use spell check and grammar check tools. It is always good to ask someone to proofread your letter.

You were awarded a scholarship because your personal qualities and academic abilities stood above other students. Sending a typed thank you letter confirms that this scholarship is important enough for you to take time to present yourself in a professional manner. While we provide guidelines and letter templates, we encourage your creativity in this process. The Alumni and Development Office will review all thank you letters before sending them to donors – failure to provide an appropriate note may result in contact from our office asking you to make corrections and resubmit it.
THANK YOU LETTER WRITING TIPS

CONTENT:

The content of your letter will remind donors of the importance of scholarship funding. It also will allow them to better understand the background of students who are benefitting from their scholarship funding. It is recommended that you include the following in your letter:

- Introduce yourself: Simply tell the donor who you are and which scholarship you have received. Include your course of study and anticipated year of graduation. Be sure to communicate your appreciation to the donor for their generosity. Be sincere.

- Tell a little bit about yourself: Let the donor know a little bit about you, including any brief background that might be relevant to the scholarship. Mention any accomplishments/achievements/awards you have received and extracurricular activities. Write about the classes you took in the fall or are taking this spring and give some insight to your progress. Include your career goals (your future plans – both immediate and long term.)

- Talk about your school: Your donor has invested in you personally and in Millikin University. Express enthusiasm about your positive experiences at Millikin. Why did you choose to come here? Identify special learning opportunities you may have had or have.

- If you are near graduation please tell the donor what will be doing after graduation. If you are not graduating will you be doing an internship or what other steps will get you ready to graduate attain your degree.

- Say thanks again: The donor provided the funds for the scholarship and make sure to thank them for making your scholarship possible. Be sure to remind them about the Scholarship Dinner April 20, at 5:15 p.m. and that you hope to be able to thank them in person then. We will mail your letter directly to the donor.
**Sample Thank You Letter 1**

Dear [Name of Scholarship] for example, H-E-B Scholarship Endowment Donor(s),

*First paragraph: state purpose of letter*

I was very happy to learn that I was a recipient of the [Name of scholarship]. Thank you for your generous, financial support towards my higher education.

*Second paragraph: share a little about yourself, your background, goals, and indicate why the scholarship is important to you.*

I am a Mathematics major who plans to pursue a teaching career in the secondary level. I am currently a junior and plan to graduate in the spring of 2016. After graduation, I will seek employment at one of our local public schools with hopes of inspiring other students to achieve a higher education.

*Third paragraph: close by thanking the donor again and make a commitment to do well with the donor investment.*

By awarding me the [Name of scholarship], I am able to concentrate on what is important for me, education. Your financial generosity has allowed me to be one step closer to my goal and has inspired me to help others by giving back to the community. I hope one day I will be able to help other students achieve their goal just as you have helped me.

Sincerely,

[Type your name]

[Your address] [City, State, Zip]

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**Sample Thank You Letter 2**

Dear (donor’s name),

I am writing to thank you for your generous (name of scholarship) scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

I am a pre-pharmacy major. I plan to pursue a career in pharmacy upon graduating from Millikin University. I am currently a junior taking 17 hours, and I plan to graduate in the fall of 2015. After graduation, I will attend the University of Memphis to earn my pharmaceutical degree. Thanks to you, I am one step closer to that goal.

By awarding me the (name of scholarship), you have lightened my financial burden, which allows me to focus more on the most important aspect of school: learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goal just as you have helped me.

Sincerely,

(your first and last name)
Sample Thank You Letter 3

[Mr./Mrs. First and Last Name of Donor or Name of Organization]
[Name of Scholarship]
[Address]
[City, State, Zip]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.
I am writing to thank you for your generous [Name of scholarship] scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.
I am a Biology major with an emphasis in physiology and anatomy. I plan to pursue a career in pharmacy upon graduating from Millikin University. I am currently a junior carrying 17 units, and plan to graduate in the fall of 2015. After graduation, I will attend San Francisco Pharmacy School to earn my pharmaceutical degree. Thanks to you, I am one step closer to that goal.

Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."
By awarding me the [Name of scholarship], you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,
[Type your name]
[Your address] [City, State, Zip]

Sample Thank You Letter 4

[Mr./Mrs. First and Last Name of Donor or Name of Organization]
[Name of Scholarship]
[Address]
[City, State, Zip]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.
I am writing to express my sincere gratitude to you for making the [Name of Scholarship] possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.
I am currently majoring in Early Childhood Education with hopes of becoming an elementary teacher. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."
Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, both as teacher and possibly a scholarship to future students like myself.

Sincerely,
[Type your name]
[Your address] [City, State, Zip]