

SCHOLARSHIP THANK YOU LETTER GUIDE

Congratulations! Your scholarship was made possible through a generous gift made by an individual, family, foundation, or corporation. The College of Letters and Science places a high priority on showing our appreciation for these important gifts. We have listed a few points below that may be helpful to you as you write your thank you letter to the donor of your scholarship.

THANK YOU LETTER CONTENT:

Tell the donor about yourself

- Your hometown
- Family background
- High school or undergraduate experiences that led to your choice to study at the UW

Tell about your present situation

- Year in school and major (or area of study) at the UW
- Things you enjoy about college or you look forward to at college
- Organizations in which you participate

Tell about your future plans

- What you hope to accomplish while at the UW
- Future career plans

Tell how the scholarship has helped you

(Do not mention the amount of your scholarship award)

THANK YOU LETTER FORM:

Attention to the form of the thank you letter is also advised

- Write neatly. The donors have taken time to give. It's courteous to take the time to write legibly. Typed notes are fine and are encouraged.
- Beware of grammatical errors. You communicate a great deal about yourself through correct spelling and correct grammar.
- You are encouraged to use 8.5" x 11" paper or nice stationery, and format your letter accordingly.