

THANK YOU LETTER TIPS

HERE ARE SOME GUIDELINES AND TIPS FOR WRITING A SINCERE AND WELL-WRITTEN THANK YOU LETTER:

- The letter may be handwritten or typed. If your handwriting is legible, a handwritten note is a nice touch. Use plain white paper or stationary. Do not send the letter by email.
- Be prompt. Do not wait too long to send your letter of thanks after you've been notified of your scholarship.
- Address the letter to the donor or the person who should receive the letter with the appropriate title (Dear Dr., Mr., Mrs., Ms.).
- Start your letter by thanking the donor for their generosity in providing this scholarship. Mention the name of the scholarship in your letter (noted on your congratulatory letter).
- Next, tell the donor a little about yourself - educational background, extracurricular activities, achievements, aspirations/goals and how this scholarship will help you achieve your college and career goals.
- Let the donor know what your future plans are. What you plan to do with your degree?
- Finally, express your appreciation for the financial support received from this scholarship.
- Check all spelling and grammar.
- Sign the letter