Thank You Letter TIPS
Expressing Appreciation for your Scholarship

- Remember, this is a personal note from you to your donor. This is your opportunity to let your donor know how you feel about the scholarship and the impact it is having on your college experience.
- When the Development Office sends your thank you letter to your donor, it will be reprinted in a standard letter format.
- It may be helpful to type your letter in Microsoft Word. After using spell check, you can copy and paste it into this section.
- It is always a good idea to have a friend or family member proofread your letter. You may also want to read your letter out loud to be sure it flows smoothly.
- All that said, be genuine and let your personality shine through. Your donor is going to be delighted to hear from you and about you!