

### Tips for Writing Thank You Letters to Scholarship Donors

You have received a scholarship to ASU at the West campus from a private donor – an individual or organization has shown great interest in the students at our campus. These individuals and organizations donate funds to provide financial support to deserving students. It is very important that the donor of your scholarship hear from you.

In writing a thank you letter, remember that the donor is interested in you as an individual, not just in being notified that you received their scholarship. Personalize your letter to the donor by giving some insight into you as a student and person. Because selection procedures vary, in many cases donors have never seen your application. Think of how you would want a stranger to thank you if you were to offer money to help with educational costs.

Here are some important points to consider in writing a letter to your scholarship donor:

- Be sure to actually **say “thank you”** within the context of the letter.
- **Address the donor by their name** on the salutation line.
- Mention how this scholarship will make it easier for you to attend school, concentrate more on your studies, ease your loan indebtedness, etc.
- Let the donor know why you are in school. Note what your major is, why that particular major excites you, and what you plan to do with your degree upon graduation.
- Mention any **personal accomplishments** of which you are particularly proud, such as honors, awards and organizations to which you belong.
- Please do not include photos or detailed personal issues, i.e., medical, marriage, or family problems. It is acceptable to mention personal challenges that have had an influence on your decision to pursue an education.
- No “cutesy” quotes, artistic drawings or colored paper, please.
- If your award comes from a company or organization, do a bit of research and include something about them in your letter. This will show the donor that you took the time to find out about them.
- Run your letter through a **spelling and grammar check**.
- Type your letter, keeping it to one page, focusing on concise information: avoiding unnecessary elaboration
- Use only 8 ½ x 11 inch **white paper**. This gives your letter a professional look.
- Remember to **SIGN YOUR LETTER**.
- And finally, PLEASE **DO NOT CONTACT THE DONOR** under any circumstance.
- If you have a questions, contact Janene Werner at 602-543-6108.

Also, if this is a renewable scholarship, please send your donor a letter each year, thanking them again and giving them an update on how the last year has gone.

By taking the time to write this letter, you will help ASU maintain a positive relationship with your donor and ensure that students who follow in your footsteps have the opportunity to receive scholarship support. **Note: Please do not stamp or seal the thank you letter, as it will be forwarded from our office directly to the donor.**

For assistance in writing your letter, the following options are available:

1. The Learning Enhancement Center in FLHB LL2
2. Your college advisor or one of your professors
3. The Public Affairs/Development Office in FAB, South, 3<sup>rd</sup> Floor
4. Career Services & Personal Counseling Office, UCB 320
5. Microsoft Office <http://office.microsoft.com/en-us/default.aspx> has great templates and suggestions