Tips for Writing Thank You Letters to Donors

You have received an award to ASU at the West campus from a private donor—an individual or organization—who 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 award 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 award. 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 award donor.

- Be sure to actually **say “thank you”** within the context of the letter. Express your gratitude for your donor’s generosity and interest in supporting education at ASU.
- Address the donor by their name on the salutation line.
- Mention how this award will make it easier for you to attend school, concentrate more on your studies, ease your loan indebtedness, etc. Emphasize the positive impact the award has made on your studies and life.
- 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, projects or research you are a part of, and organizations to which you belong. Be sure to mention any positive impact you are making at ASU or within the community.
- Please do not include 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**. Sometimes it is hard to proof your own work, so have someone else read the letter before finalizing it.
- Type your letter, keeping it to one page, focusing on concise information; avoiding unnecessary elaboration. Use a standard business format.
- 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 questions, contact dherrera@asu.edu.

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 award support. **Note: Please do not stamp or seal the thank you letter, as it will be forwarded from the Dean’s Office directly to the donor.**

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

1. Writing Center on the West campus (602-543-6169)
2. Your college advisor or one of your professors
3. Career Services & Personal Counseling Office, UCB 304 [https://eoss.asu.edu/cs/hours](https://eoss.asu.edu/cs/hours)

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