SCHOLARSHIP RECIPIENT THANK YOU LETTER GUIDELINES & TIPS

As the recipient of an Academic Scholarship at Worcester State University, you are expected to write a brief thank you letter to the donor who has funded your scholarship. If you have received more than one scholarship you are expected to write a thank you for each scholarship that you receive. Letters should be addressed to the donors (this information is supplied in your award notification) and then delivered or sent to the Worcester State University Office of Institutional Advancement, Attn: Louise Taylor. The Office of Institutional Advancement is located in the Helen G. Shaughnessy Administration Building, 486 Chandler Street, Worcester MA 01602

It is proper business etiquette to send thank you letters. A thank you letter will make you stand out as a person of good character who is worthy of the scholarship that the donor has so generously funded. Sending a well written, well thought out thank you note shows the donor that you are the kind of student they can be proud to support.

Please review the following guidelines and sample letter as you prepare to write your thank you note.

1. **Letters should be legibly written by hand on good quality paper in ink.**

   ***DO NOT WRITE YOUR THANK YOU NOTE ON LINED NOTEBOOK PAPER*.**

2. **Keep letters short and simple. One page is usually enough.**

3. **Always include the date on which you are writing at the top of the note.**

4. **Tailor your letter to your specific scholarship. Make mention of the specific criteria of the particular scholarship you received that qualified you for this scholarship ("I have a 3.5 GPA and active in on campus activities")**

5. ***PROOF READ CAREFULLY!* Your letter represents you and the University. Be sure it is free of grammatical and spelling errors. It may help to write a rough draft first. If you are unsure of spelling or punctuation, ask some one for assistance.**

6. **Your letter should include the following information.**

   a. **First Paragraph – Thank the donor for the specific scholarship you received. Remind him/her of the criteria you met for eligibility.**
   b. **Second Paragraph – Restate your commitment to your academic goals. Mention any interests or circumstances that will help the donor understand why the award is so important to you.**
   c. **Third Paragraph- Thank the donor again for giving you financial support.**

SAMPLE ONLY

PLEASE BE SURE TO USE YOUR OWN WORDS

July 13, 2011

Dear Mr. Jones:

I am honored to have been awarded the Jones Family Scholarship for the 2011-2012 Academic year at Worcester State University. Thank you for your generosity in providing this academic award. I am a full time student with a 4.0 GPA and will be entering my junior year this fall.

Your award, given to students who achieve the highest grade point average in the History Department, will be very beneficial in helping me achieve my academic and personal goals. As a History major with a minor in English, I am active on campus in a variety of activities. I am member of the Chorale and the Varsity Soccer team. In addition I work 20 hours a week in a nearby convenience store. My goal is to become a respected Professor of History and to some day help other students inspire students the way your award has inspired me.

Thanks to your generous support, I feel that I am one step closer to achieving my goals. This award is very meaningful not only financially, but emotionally as well, as it has strengthened my belief in myself. Thank you so much for helping a Worcester State University student like me achieve my dreams.

Sincerely,

SIGN YOUR FULL NAME

PRINT FULL NAME