

TIPS FOR WRITING A THANK YOU LETTER

Congratulations on your academic scholarship! Most Florida State University scholarships are made possible by generous contributions from donors who believe that students like you can make a difference in the world.

All students who receive a Foundation scholarship are required to write a thank you letter to the donor(s) of the scholarship. Nothing is more welcome than a thoughtful note of thanks and an expression of your gratitude. A well-written thank you letter reflects favorably on you and is very meaningful to the donors. Your words remind donors of their scholarship's impact and confirm the value of their contributions.

The following ideas may help you structure a meaningful thank you letter.



Thank the donor:

- ◆ Thank the donor for his or her generosity in providing the scholarship.
- ◆ Include the scholarship name, as some donors give to more than one scholarship.
- ◆ Since donors are not part of the scholarship recipient selection process, thank the donor for making the gift possible, rather than for selecting you as the recipient.

Tell the donor about yourself:

- ◆ Include your hometown, family background and especially anything that may be relevant to the scholarship.
- ◆ Share high school and other experiences that led you to choose Florida State.
- ◆ Mention any goals, interests and activities, both professional and academic.
- ◆ If you are the first person in your family to attend college, include this information as well as any obstacles you've overcome to achieve this goal.

Tell the donor about your present situation:

- ◆ Include your major, anticipated year of graduation, etc.
- ◆ List organizations in which you participate, including extracurricular or community service work, as well as any internships that you are or will be pursuing.
- ◆ Write about your classes and, in particular, what aspects you are enjoying.
- ◆ Mention any recent accomplishments and achievements, including awards, prizes, publications, research or poster sessions while in your program of study.

Talk about Florida State:

- ◆ Your donor has invested in both you and Florida State University. Discuss your positive experiences at FSU and explain why you choose to attend FSU.

Share your future plans:

- ◆ Tell the donor what you hope to accomplish while at Florida State.
- ◆ Include future goals, both immediate and long term, academic and professional.



ADDITIONAL TIPS TO CONSIDER:

- ❖ Letters may be handwritten or typed. If you choose to write your letter by hand, please be sure that your writing is **legible**. Be sure to use nice stationery or a nice note card.
- ❖ Letters should be at least two paragraphs in length. One page is usually enough.
- ❖ **Proofread carefully!** Make sure your letter is free of grammatical and spelling errors. A well-written letter reflects favorably on you, the scholarship committee who selected you and Florida State University.
- ❖ Please do not send your thank you letter in the body of an email. A printed email is not an acceptable format for a thank you letter. Provide your thank you letter as an attachment to the email you send to the college/unit/department.
- ❖ Consider including your return address, email and/or phone number at the top of the letter so the donor may contact you if he or she chooses.
- ❖ Address your letter to the provided **donor contact name**.
- ❖ You must submit your thank you letter by **the date indicated on your Scholarship Notification Letter** from your college/unit/department.
- ❖ If there are multiple donors listed for your award, either write a separate letter for each contact or address your letter to all the listed contacts.
- ❖ If you receive a multiple-year award, please write a new letter each year and update the donor on your college career and progress.
- ❖ Do not mention the scholarship amount in your letter.
- ❖ If you receive more than one scholarship award, you must submit a thank you letter for each award received.
- ❖ Consider including a complementary photograph of yourself with your letter.
- ❖ Remember to sign your letter.