

## **Writing a Scholarship Thank you Letter**

A scholarship donor will appreciate the time and effort it took to produce a good-looking, well-written thank you letter. Your letter not only represents an opportunity to relay your personal appreciation and achievements, but it may also encourage the donor to continue supporting students. *Remember, you are representing yourself and UMBC.*

Review the helpful guidelines and tips below for assistance with writing a pleasant and well-thought out thank you letter.

### **General Guidelines:**

- Type your thank you letters
- Use quality paper or stationary
- Sign your thank you letters
- Send your thank you letters within 2 weeks of the original award notification
  - Unless provided a specific deadline

### **Helpful Tips:**

- Be sincere
  - Briefly explain why the aid you are receiving is important to you and/or your family
- Express gratitude
  - Explicitly use the words thank you
- Tell your story
  - Briefly explain why you chose UMBC and your major
- Be accurate
  - Double check your letter for correct spelling and grammar
  - Ask a friend to double check your letter

**Sample:**

Date

Your Name

Your Street Address

City, State, Zip Code

Donor's Full Name (example: Mr. John Donor)

Donor's Street Address

City, State, Zip Code

Dear Mr. Donor, (do not use first name here)

First paragraph. Start by thanking the donor for your scholarship, and use the name of the scholarship if you know it. Let your donor know how grateful you are to receive their support and how the scholarship is helping you.

Next paragraph. Tell the donor about yourself. You could state where you are from, your educational background prior to entering UMBC, and/or activities in which you are currently involved.

Next paragraph. Tell the donor why you chose to attend UMBC, why you selected your major, and/or what your plans are for the future (example: internships, study abroad, career goals, etc.).

Final paragraph. Thank the donor again, and reiterate how much the scholarship is valued.

Sincerely,

*Your Signature*

Your Typed Name