

Guidelines for Scholarship Thank You Letter

Individuals donate money for scholarships in order to make a difference in the life of a student. Their satisfaction is the knowledge of how their contribution will help the recipient. As such, your thank you letter to them is very important. Below are important guidelines you should keep in mind when writing your thank you letter.

Important Guidelines:

- Use quality 8 ½ x 11 plain letter size paper. No envelope or postage is necessary
- Make sure your letter is neatly typed, and can be read easily (no smudges, faint print, or coffee stains, etc.)
- Include a proper opening salutation (ex: Dear Dr. Smith – do not include their first name)
- Included your return address in case the donor would like to communicate back with you
- Include the name of your scholarship (spelled correctly) in your letter, but not the amount awarded.
- Make sure your letter is at least three quarters of a page long and single-spaced.
- Communicate your intelligence through the use of proper grammar and correct spelling.
- If the scholarship has more than one donor name, you must type a letter to EACH donor.
- Sign your thank you letter in blue or black ink, **above** your typed signature line.
- Use proper business letter format – see sample enclosed.

Tell the donor about yourself:

- Hometown, and family background (Keep it positive and avoid including *personal* topics)
- High school and what experiences led you to choose Texas Tech

Tell about your present situation:

- Classification and major at Texas Tech
- Things you enjoy or anticipate about college
- Organizations in which you participate
- Study abroad experiences you have had, or anticipate having.
- Internships opportunities - Be careful not to mention the specific company name if it is a competitor of the donor. (Ex: you worked as an intern for an accounting firm, and the donor is a different accounting firm.)

Tell about your future plans:

- What you hope to accomplish while at Texas Tech
- Future career plans

Tell how the scholarship has helped you

- If you had a strong financial need, you may wish to include something about how the scholarship will help relieve financial burdens. You do not have to go into specific details; rather you should provide enough information for them to appreciate the financial support the scholarship provides.

Topics NOT to Include in Thank You Letter

- Do not mention the amount of the scholarship you were awarded.
- Do not use the same letter you did last year. (Donors keep the letters, and will see this and be offended!)
- Do not include information irrelevant to your college education. (Ex: the awesome party you attended last week, or the cool laptop you purchased since you didn't have to use the money for college, or Texas Tech providing you with the perfect opportunity to get as far away from your parents as possible.)

IMPORTANT: Letters that do not follow the above guidelines will be returned to you with a request to correct any errors. Scholarships will be REVOKED if letters are not submitted on time or do not follow the guidelines listed on this page! Your scholarship award will not be released to your account until your thank you letter and signed acceptance letter have been returned to the Dean's office in the Rawls College of Business.

Mail and/or hand deliver your original thank you letter in Word document format, along with your signed award letter to:

Rawls College of Business, Dean's Office, Suite 259
ATTN: Susan Harkey, Box 42101, Lubbock, TX 79409-2101

Scanned or faxed thank you letters will not be accepted.