Dear Presidential Scholarship recipient,

Congratulations on being awarded the Presidential Scholarship.

In order for scholarship funds to be paid to your account this fall, Texas Tech University requires you to write a thank you letter to the individual(s) or organization responsible for making your scholarship possible. Writing this letter allows you and Texas Tech University to say thank you for the generous contribution donors have made to the university. Their support is an investment in your education and makes it possible for you to attend Texas Tech University.

You will need to address your letter to President M. Duane Nellis. Please remember to include the name of your scholarship, the Presidential Scholarship, in the body of your letter. More instructions on what to include are found below. Please return your letter by within 30 days from your acceptance of this scholarship.

You may email your letter in an MS Word doc to scholarships.thankyou@ttu.edu (thank you letters only—please direct questions to scholarships@ttu.edu), or mail it to:

    TTU Scholarship Office  
    PO Box 45011  
    Lubbock, Texas 79409-5011

You may also bring it by our offices, located in room 205 of West Hall.

NOTE: please do not fax your letter. Fax copies are generally illegible and contain extra characters across the top of the page.

Thank you for helping us thank our donors for the contribution they make to your education.

TTU Scholarship Office  
806-742-3144
Some things you may want to include in your letter:

Tell the donor about yourself
  • Hometown
  • Family Background & Information
  • High school and other experiences that 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 or plan to participate

Tell about your future plans
  • What you hope to accomplish while at Texas Tech
  • Future career plans

Tell how the scholarship has helped you

DO:
  • Mention the name of your scholarship within the body of the letter.
  • Make sure your letter is at least three quarters of a page long.
  • Use a computer or word-processor.
  • Make sure your letter is neat and can be read easily. (No smudges, faint print, coffee stains, etc.)
  • **SIGN YOUR LETTER!** If you submit your letter through email, insert a digital image of your signature into the word document.
  • Make sure you use proper grammar and correct spelling. (You communicate your intelligence through your letter and how well you use grammar, punctuation, and spelling.)
  • Use proper letter form. (Do not worry that you do not have an address, however.)
  • You may choose to include your address or email so the donor may write you back if he or she chooses.

DO NOT:
  • Mention the amount of the scholarship you were awarded.
  • Use the same letter you did last year, even if it is the same scholarship. (Donors keep the letters, will see this and be offended!)
  • Include information not relevant to your college education. (Things to avoid would be things like: the awesome party you attended last Friday night, the cool hi def TV you purchased since you didn’t have to use that money for college, and Texas Tech providing you with the perfect opportunity to get as far away from your parents as possible.)

**Note:** Letters that do not follow the above guidelines will be returned to you with a request to fix any errors.