[Your Name Here]

[OPTIONAL - Your Email Address and/or Home Address and/or Phone Number Here]

Month Day, Year

Dear Helen DeVitt Jones Foundation,

Please use this template when writing a thank you letter for either a Helen Jones Undergraduate Scholarship or a Helen Jones Graduate Fellowship. You must also conform to the guidelines detailed in the “Formatting Checklist” you received at the time of your offer. For example, do not indent your paragraphs, and use a professional font, 11 or 12-pt, with 1-inch margins on all sides.

In your first full paragraph, thank the donor for their generosity. Then, tell the donor that you will use the scholarship to advance your education at Texas Tech University. (Do not abbreviate “Texas Tech University.”) You may also choose to share specific details about other financial needs you might have – housing, living costs, etc. – and how this scholarship helps.

In your second full paragraph, tell the donor about yourself. Where are you from? What is your family background? Why did you choose Texas Tech University? What is your major? Why did you select that major? Do you have any other academic interests? What about student organizations you’re involved with, or part-time jobs you’re holding? Sharing details like this helps the donor make a more authentic connection with you and the impact of their donation.

In your third paragraph, tell the donor about your educational plans for the upcoming semester and/or year. Talk about the courses you plan to take and when you expect to graduate. Then, share details about your short- and long-term plans professional/career goals. For example, do you have any upcoming internship plans? Graduate school? If you don’t yet have any specific plans, mention other efforts you’re making toward your future.

Conclude the letter by thanking the donor, again, for their generosity. You may also choose to invite the donor to stay in touch with you, but that is optional.

 Sincerely,

 <add your *handwritten signature here*>

 Full Name

 Department of [Insert your Department Name Here]

 Class of 20XX [Insert your expected Graduating Class Year Here]

**----------------------------------------------------------------------------------------------------------------------------------------**

**Submission Checklist for Students:**

**Your letter must:**

* **be thoughtful and sincere, and roughly 3/4 to 1 page in length.**
* **be addressed to the Helen DeVitt Jones Foundation.**
* **mention the specific scholarship or fellowship received.**
* **be submitted electronically in Microsoft Word (or compatible).**
* **be submitted on time, before the deadline, as directed in your offer letter.**