

Instructions for Donor Thank You Letters

Congratulations on your scholarship award! The instructions below are meant to assist you in writing an appropriate acknowledgement to the person (or organization) who made your scholarship possible. The name of the scholarship you received and the name of your donor are in your award letter.

Remember: All of the scholarships awarded at Indiana University Southeast have been made possible through the generous support of alumni and friends to the University. As part of our scholarship process, it is required that all scholarship recipients to write a thank you letter to these benefactors.

- The scholarship thank you letters should be paper copy, business letters printed on professional letter paper or stock. Do not use email to write your thank you. Email is convenient for informal correspondence, but in cases like this it is inappropriate.
- Use a high-quality word processing program that allows you to use spelling and grammar correction tools. You should print your letters using a high-resolution printer - something you would use to print a resume. Both are available to you on campus.
- Your letter should reflect your personality. Even though it is a "formal" letter, add personal details if you think it appropriate. The following key topics should be included in the content of your letter:
 - You should comment on the impact the donor's generosity has had on your future and even a few short sentences about what you expect to accomplish thanks in part to their gift.
 - Offer brief information on your educational and geographic background up to this point.
 - Make sure to explicitly name the scholarship. In many cases a donor may be associated with several different scholarships.

While this might seem like a lot of information to cover, you should focus on keeping it brief and focused, no longer than one letter size page.

- A sample letter and formatting instructions are on the back of this instruction sheet.
- If you need assistance writing your letter or have questions about the process, contact the Office of Development at 812-941-2464, and the staff would be happy to help you.

Thank You Letter Sample

Here is a sample thank you letter. Be sure to space the letter appropriately on the page and proofread for errors. It is imperative that the donor's name and title be spelled correctly. Use the checklist to ensure a complete letter.

- typed with no errors
- contained return address and inside address
- contained salutation
- contained appropriate body content
- contained complimentary close
- contained written signature and typed signature
- properly centered horizontally and vertically

Example of Thank You Letter

(have equal white space on top and bottom)

Your Street Address
Your City, State Abbreviation ZIP
Date

(four blank lines)

Mr. (or Ms.) Scholarship Contributor
c/o Indiana University Southeast
Office of Financial Aid
4201 Grant Line Road
New Albany, IN 47150

(one blank line)

Dear Mr. (or Ms.) Person:

(one blank line)

The first paragraph should tell the purpose of the letter.

(one blank line)

The next paragraph(s) should address the items listed on the front of this instruction sheet.

(one blank line)

The third paragraph should close the letter by thanking the person again for their support of your scholarship.

(one blank line)

Sincerely,

(three blank lines where you sign your name)

Your Name (typed)