

RECIPIENT THANK YOU LETTER GUIDELINES

2014

As the recipient of a Donor Funded Scholarship at Worcester State University, you are **REQUIRED** to write a brief thank you letter to the donor who has funded your award.

If you have received more than one award you are expected to write a thank you for each award that you receive. Who you are to address the letter to is contained in your award email.

Letters should be sent or hand delivered to the Division of University Advancement, Shaughnessy Administration Building Room A231, 486 Chandler Street Worcester, MA 01602 – Attention: Louise Taylor.

Unless otherwise specified in your award email the deadline for 2014 is no later than 5pm on Friday **AUGUST 1, 2014.**

The thank you letter will make you stand out as a person of good character who is worthy of the scholarship that the donor has so generously funded.

Please review the following guidelines and sample letter as you prepare to write your thank you note.

THANK YOU NOTE DOS AND DON'TS

DO	DON'T
<ul style="list-style-type: none">• HAND WRITE THE NOTE (no we are not kidding – hand write it)• USE PROPER GRAMMAR & SPELLING• TAILOR THE LETTER TO YOUR AWARD (<u>READ THE CRITERIA</u>)• BE SPECIFIC ON HOW THIS MONEY WILL HELP YOU ACHIEVE YOUR <u>ACADEMIC GOALS</u>• PROOF READ• KEEP IT SIMPLE AND TO THE POINT	<ul style="list-style-type: none">• USE WHITE LINED PAPER OR NOTE BOOK PAPER (plain white paper is ok – or a piece of stationary or a commercial note card – as long as you WRITE A LETTER IN IT)• Don't address the letter "Dear Mr. Mark Jones – a Proper salutation reads: <i>Dear Mr. Jones:</i>

A basic formatted thank you note should contain the following elements:

- First Paragraph – Thank the donor for the specific award you received. Tell them a bit about yourself and how you met the criteria for eligibility.
- Second Paragraph – Restate your commitment to your academic goals. Mention any interests or circumstances that will help the donor understand why the award is so important to you.
- Third Paragraph- Thank the donor again for giving you financial support.

Please note – we review all thank you letters before sending them to donors – failure to provide an appropriate note may result in contact from our office asking you to make corrections and resubmit it.

SAMPLE LETTER ON BACK

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SAMPLE ONLY

PLEASE BE SURE TO USE YOUR OWN WORDS

April 15, 2014

Dear Mr. Jones:

I am honored to have been awarded the Jones Family Scholarship for the 2012-2013 Academic year at Worcester State University. Thank you for your generosity in providing this Scholarship. I am a full time student with a 4.0 GPA and will be entering my junior year this fall.

Your scholarship, given to students who are majoring in History with a concentration in Political Science, will be very beneficial in helping me achieve my academic and personal goals. As a History major with a minor in Political Science, I am active on campus in a variety of activities. I am member of the Chorale and the Varsity Soccer team. In addition I work 20 hours a week in a nearby convenience store. My goal is to become a respected Professor of History and to some day help other students inspire students the way your award has inspired me.

Thanks to your generous support, I feel that I am one step closer to achieving my goals. This award is very meaningful not only financially, but emotionally as well, as it has strengthened my belief in myself. Thank you so much for helping a Worcester State University student like me achieve my dreams.

Sincerely,

SIGN YOUR FULL NAME

PRINT FULL NAME

SAMPLE LETTER ON BACK