

## UNC Scholarship Thank You Letter Guidelines

- Verify that the donor and scholarship names are spelled correctly.
- Do not date the letter, as it will make a few stops on campus before it reaches the donor.
- Typed letters are best, but if your penmanship is neat, you may hand-write your letter.
- Use quality paper or stationary. No torn-out loose leaf or notebook paper.
- Be sincere. Briefly tell your scholarship donor why the aid you are receiving is important to you and/or your family.
- Express gratitude. Use the words *thank you*.
- Tell the donor about your achievements, your major and why you chose UNC.
- Be accurate. Check your letter for correct spelling and grammar.
- Include a good photo of yourself, if you wish.

Please upload your thank you letter into Academic Works **as soon as possible**. Be sure to scan your letter at a high resolution (at least 300x300, or 300 dpi) and verify that the scanner's glass is clean and does not add extraneous marks to your letter.

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**If you are unsure of what to write, this is what your letter could look like:**

*(Do not date the letter)*

Dear \_\_\_\_\_ *(donor name(s) as noted in your offer letter from OFA),*

*[Paragraph 1]*

*Start by thanking the donor(s) for your scholarship. Include the name the scholarship as noted in your offer letter from OFA. Let your donor(s) know how grateful you are to receive their support and how the scholarship is helping you.*

*[Paragraph 2]*

*In this paragraph, you could tell the donor(s) about yourself. For example, where you are from, a little about your educational background at UNC (or high school if you are an incoming freshman) and some activities you are currently involved in.*

*[Paragraph 3]*

*Next, you could tell the donor why you chose UNC, why you selected your major and what your plans are for the future, both long and short term. For example: employment goals and plans, special opportunities you've discovered at UNC and long-range career goals.*

*[Closing paragraph]*

*Then thank the donor again, letting them know how much the scholarship is valued.*

*Sincerely,*

*Your signature*

*Your typed/printed name*