

## THANK YOU LETTER STRUCTURE - STANDARD BUSINESS LETTER FORMAT

Your street or box number  
City, State, Zip

Date

DSU Scholarship Committee  
Office of Development  
Delaware State University  
1200 N. DuPont Hwy  
Dover, DE 19901

Dear Scholarship Committee:

Paragraph 1: In one or two sentences, tell the committee your name, classification, major and, perhaps, where you are from.

Paragraph 2: Express thanks for the award. Mention why you appreciate the award. Briefly share your future plans and goals.

Paragraph 3: End the letter by reiterating your appreciation.

Sincerely,

Your signature (If you are able to scan it in. Leave 4 blank spaces for this)

Otherwise, type your name

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### **Instructions:**

**Carefully proofread** your letter for errors, run spellcheck or have someone else review for you. Your letter represents you, who you are and who you are on your way to becoming.

**Email your letter, as an attachment**, to: [dsufoundation@desu.edu](mailto:dsufoundation@desu.edu).

**On the subject line type: *Thank you letter***