Congratulations on your Scholarship award!
Guidelines for Writing Thank You Letters

We strongly encourage your letter to be hand written or typed and printed on a quality piece of stationery, typed in a font style that is easily read using a font size of 10 – 12. **Thank you cards or small note cards are not acceptable.** Use a standard informal blocked letter format. An example of this format is located on the back side.

Please include a formal salutation, such as:

*Dear Dr. and Mrs. Smith	–	For individuals
*Dear Pres. Smith	–	For Corporations and Companies
*Dear Scholarship Committee	–	For Foundation

Check List

☐ Write a 50 – 100 word personal thank you for their contribution and support.

☐ Share how this scholarship is making a difference in your life.

☐ Share information regarding your interests, activities, planned major, goals, etc.

☐ **Do Not** include your scholarship $ amount in the content of your Thank You Letter.

☐ Carefully proofread your letter and make sure there are no spelling or grammatical errors.

☐ **Hand or digitally sign your letter.**

Enclose your letter(s) with your acceptance form(s) and send to:

ISU Scholarship Office
921 S. 8th Ave., Stop 8391
Pocatello, ID 83209-8391

Upon receipt, your Thank You letter(s) will be reviewed for appropriateness, grammar and spelling by the Stewardship Office in the ISU Foundation, copied for the files, then mailed to the donor(s) or contacts.

See Reverse Side for "Example" Format.

Sample Letter

Date

Your Name
Your Street Address
Your City, State, Zip

RE: *(Type in the name of your awarded scholarship here.)*

Dear *(Type in the name(s) of the contacts indicated in the acceptance letter here),*

(Express your appreciation.)
………
………

(Share how this scholarship is making a difference in your life.)
………
………

(Share info about your interests, activities, major, goals, etc.)
………
………

(End the letter by briefly expressing again your appreciation for their support to education and Idaho State University).

Sincerely,

Lynn P. Smith *(HAND SIGN your name in this area.)*

Lynn P. Smith *(Type your name here below your signature.)*