**Here’s What To Do:**

Congratulations on receiving a scholarship; we’re excited to share your information with donors, and to help you get to know your donors better. A few guidelines to filling out writing a thank-you letter:

**REMEMBER: Most of our donors are also Wildcats** — they went to school here just like you, so they are ALWAYS interested in hearing what students are up to. Some suggestions on what you might share with your donors:

- What you plan to study/achieve in the coming academic year
- Professors you have gotten to know as advisors/mentors
- Internships (either completed or planned)
- Club/organizations you’re involved in, and what that club does (remember, many student organizations are new, so donors might not be familiar with them... feel free to explain a little bit about your role in the group)
- Study-abroad experiences
- Dorm life/other things you’re involved in on campus

**SHOW IMPACT: How is this scholarship helping you at UNH?** Express your gratitude for this financial support, be sincere, be your awesome self. What does this scholarship mean to you? What has it allowed you to do?

**TAKE YOUR TIME: Don't speed through these** — be thoughtful. Remember, the more you can connect with a donor, the more you are helping your fellow Wildcats by inspiring that donor to continue giving. Don’t worry about “writing too much” — there's no such thing! Write what you feel.

Please give your thank you letter a read once it’s finished. Check for any spelling/grammar errors. And as always, keep in mind that you are representing yourself as well as the university.

- Please be sure to use quality paper or a thank you note to handwrite or type your letter.
- Be sure to include the date, a proper salutation (such as Dear Mr. and Mrs. Smith.) If name is unknown, “Scholarship Representative” is appropriate.
- Include a closing and your hand written signature.
- Include a return address, either your campus or permanent home address.
- The CEPS Dean’s office will not be accepting e-mail letters.

Please drop off your letter in Kingsbury W283 before you leave campus or by June 1st at the latest. Letters can be mailed to:

CEPS Office of the Dean
ATTN: Laura Haight
33 Academy Way, W283
Durham, NH 03824