

*“No duty is more urgent
than that of returning
thanks.”*

~Anonymous

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**EXPRESSING
APPRECIATION
FOR YOUR
SCHOLARSHIP**

“Thank You 101”





WRITING A SPECIAL LETTER OF THANKS

Being selected as the recipient of a scholarship or award is a tribute to you and your hard work! Congratulations!

Private support from donors makes it possible for the University of New Hampshire to provide financial assistance to students in the form of scholarships. Donors who establish scholarship at UNH are generous and caring people who provide support for the educational endeavors of students like you. Donors and their families create scholarship endowments because they know that their gifts help many students realize the dream of attaining a college education.

As the recipient of a scholarship or award, you are asked to express your written appreciation to the donor(s) who made it possible. Although they ask for nothing in return, receiving a well written thank you note is a very special way to express your gratitude. Your personal note of thanks reminds our donors why they gave the gift in the first place and often helps to secure continuing gifts for future students.

The tips in this brochure are provided to assist you as you prepare your letter. Don't hesitate to contact us if you need any help with your letter. Contact information can be found on the back page of this brochure.

Thank You Letter Tips

- ✍ Use a note card or quality paper to handwrite or type your thank you 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 handwritten signature.
- ✍ Reference the full name of the scholarship or award in the body of your letter.
- ✍ Express enthusiasm and be sure to use the words, “thank you”.
- ✍ Check and re-check your letter for any spelling or grammatical errors.
- ✍ Convey your gratitude for the scholarship or award, and tell the donor how it will assist you with your goals.
- ✍ Share a paragraph about your personal and/or professional activities and aspirations.
- ✍ Include a return address, either your campus or permanent home address.
- ✍ The CEPS dean's office will not be accepting e-mail letters..Please don't ask!



A Sample Thank You Letter

Date

Your Name

Your Address

Scholarship Name

Dear [Representatives of Organization Name]:

First Paragraph: State the purpose of your letter.

For Example: I am writing to express my sincere gratitude for making the [Name of Scholarship] possible. I was very happy and appreciative to learn that I was selected as this year's recipient.

Second Paragraph: Share a little about yourself and indicate why the scholarship is important.

For Example: I am currently majoring in Medical Laboratory Science and plan to pursue a career in analytical biomedicine. Thanks to you, I am one step closer to that goal. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time on studying.

Third Paragraph: Close by thanking the person again and make a commitment to do well with the “donor's investment”.

For Example: Thank you again for your generosity and support. You have inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here]