

Thank You Letter Tips

If you have never written a thank you letter, it can feel a bit daunting, especially when writing a letter to your scholarship donor.

This document will serve as a guideline when you get stuck, and help you write the best thank you letter ever! We will break down each section of the letters, give you some helpful tips and go over best practices.

PART 1: The Greeting

The first step is to greet the person you are writing the letter to.

Some examples of this are:

- Hello, Mr./Mrs. _____
- Hi, Mr./Mrs. _____
- Dear Mr./Mrs. _____

We usually frown upon writing, “Dear Donor” unless the donor wishes to remain anonymous, but even then, we have other ways to address them!

Ex: Dear donor of the _____ Scholarship

Don’t worry, all of this information has been given to you in the email that you received!

PART 2: The Introduction

The second step is to introduce yourself!

Now is the time to tell your donor your name, your year and what you are studying at UWF.

Ex: My name is Elizabeth Gray, I am a junior studying Communication Arts at UWF.

PART 3: The Thank You

This part of the letter is where you should go into why you are grateful and how the scholarship money has specifically helped you.

Ex:

- *Thank you so much for your gift to UWF. This scholarship has helped me cover the cost of my tuition and books!*
- *Thanks to your gift, I have been able to work less and focus on my studies more.*
- *I am so grateful for this scholarship, it has taken away my financial burdens as a student.*

Any of these are appropriate, but if something else fits your situation, then please include that information.

PART 4: Other Specific Details

This part of the letter is where you can include more personal details!

Here you can include:

- *Where you are from*
 - *Are you from the NWFL area or did you relocate to Pensacola to attend UWF? Are you from a different state or country?*
- *What kind of activities do you participate in outside of classes?*
 - *What are your hobbies?*
 - *Do you have any pets?*
 - *Are you part of Greek life?*
 - *Are you a student-athlete?*
 - *Are you involved in any art, music or theatre programs?*
- *What do you want to do when you graduate?*
 - *How would you like to use your degree?*
 - *What are you passionate about?*

Please feel free to go into depth about yourself, your studies and how this gift has made a difference in your life.

PART 5: Restate Your Thanks

This is the time where you can add details to thank them, again, but in a different way.

Ex:

- *Again, thank you for your generosity. I am so excited about my future and I look forward to connecting with you in the future.*
- *Thank you so much for your gift, I would not be able to attend UWF this semester without it.*
- *I am so grateful for you and your gift.*

PART 6: End with Your Regards

“Sincerely” is always a safe bet, but listed below are a few other great sign offs.

- Thank you very much,
- With gratitude,
- Many thanks,

WHAT NOT TO DO:

- Do NOT ask for money
- Do NOT include your student ID number
- Do NOT date your letter