# Writing a Scholarship Thank You Letter

Nothing is appreciated more than a kind letter of thanks! The funds you receive come from people who have given their own assets to assist you and other students. Writing a letter to a donor for providing a scholarship is a wonderful gesture and can go a long way towards making donors feel good about their gift to you and the University of Arizona. Below are a few tips to writing a meaningful thank you letter.

**When writing your letter, use the following salutation:**

Dear [Mr. and Mrs. Donor]:

**Always refer to the scholarship as:**

[Name of Scholarship]

**Please use the sample letter format below when drafting the content of your letter.**

**Proof your letter making sure there are no spelling or grammar errors.**

**Send your letter by [DATE] to:**

Electronically – financialaid@medicine.arizona.edu

By Mail –   Attn: Jessica Le Duc
            University of Arizona
            College of Medicine, Financial Aid Office
            PO Box 245076
            Tucson, AZ  85724

**Most importantly, say "THANK YOU" to the donor and tell them how their support has made a difference!**

**Sample Letter Format**

Dear [Mr. and Mrs. Donor]:

Use the first paragraph to express thanks for the scholarship you received. Indicate how the scholarship will improve your college experience.

The second paragraph of your thank you letter should include some facts about you, activities you are involved in, passions that you are pursuing, clubs you are a member of, and your future plans. If you are a returning recipient, give an update on what is new from last year. Donors want to feel their money is going to good use and this is your chance to reassure them that you are a good representative of the University of Arizona.

In your final paragraph, restate your appreciation for being awarded the scholarship and your intention to continue with your involvement and your academics. You may also include your contact information if you would like to share it with the donor.

Sincerely,

Your Signature

Your Typed Name

(Photo optional but encouraged!)