Thank You Letter Guidelines

Donors who provide funding for scholarships greatly appreciate thank you letters from students who benefit from their support. For each scholarship you receive, please write a thank you letter to your donor(s) and submit the letter(s) as directed in the offer email(s) you received.

Guidelines & Tips:

• **Please note:** You will likely be required to write a separate thank you letter for each scholarship you receive.

• Your letter must be typed, and signed – please DO NOT date your letter, instead include the academic year only.

• Address your letters formally: Mr., Mrs., Ms., Dr., etc. Please do not use informal names.

• If your scholarship has more than one donor or representative, submit a letter for each. You may use the same letter body for each, changing the salutation for each donor/representative letter.

• Reference the full name of your scholarship.

• Proofread your final draft for spelling and grammar. Your scholarship donor’s impression of you will be impacted by any spelling or grammatical errors in the letter. Scholarship recipients will be asked to rewrite letters that contain errors. Failure to write a letter or to make corrections may delay receipt of your scholarship funds.

• **Review your scholarship description for other award requirements.**

• **Please submit your letter as directed in the offer email you received.** You do not need to provide an envelope or stamp.

Your letter(s) should include:

• Your full name, hometown and/or family background

• High school or other experiences that led to your choice of study

• Year in school and major at UM

• How and/or why this scholarship has made a difference to you

• Organizations in which you participate

• Future career plans