Stylistic Guidelines

1. **Type your letter.** It is recommended that your thank you letter be typed rather than hand written so that the donor may read the letter with ease.

2. **Provide your handwritten signature.** Handwriting your signature adds a personal touch to your thank you letter.

3. **One page in length.** A one-page thank you letter is an appropriate length.

4. **Proofread your letter.** Be sure that you and/or someone else proofreads your letter to check for any grammar and/or spelling errors.

Content Guidelines

- Be sure that you include all the parts of a letter: date, header, salutation, body, closing, and your handwritten signature & name.

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① Date
[Date]

② Header
[Your Full Name]
[Address]
[City, State, Zip code]

③ Salutation
Dear [Donor Name or Name of Organization],

Use the first paragraph to state the purpose of your letter; thank the donor for being selected as a scholarship recipient.

Use the second paragraph as an opportunity to let the donor know a little about yourself. You may include facts such as your current major, club/organizations that you participate in, any leadership roles, community service, etc.

Lastly, be sure to emphasize your gratitude for being selected as a scholarship recipient. Conclude your letter with a discussion about your goals, and how this scholarship has helped you get closer to your future aspirations.

Thank you,

④ Body

⑤ Closing

⑥ Handwritten Signature & Name
[Your Handwritten Signature]
[Your Printed Name]
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