

Requirements for Writing Thank You Letters

Writing a thank you letter may seem difficult at first, but if you read the hints and tips below, you should end up with a great letter that will show your donors just how important their support is to you and how much it is appreciated.

A few Do's and Don'ts to follow when writing your letter:

DO:

- Submit your letter on time. You run the risk of losing your scholarship if you do not turn in your letter before the required deadline.
- Type the letter in Word and email it to scholarships@tamucc.edu as a Word document. PDF files will not be accepted.
- Write a minimum of 250 words but no more than 350. The letter should fit on one page only using Times New Roman font with a size 12 pitch, and 1" margins.
- Run a spelling and grammar check before emailing.
- Have a friend proofread your letter.
- Use the name of the scholarship in the letter.
- Include your return address, phone number, and email address at the bottom.

DON'T:

- Don't use abbreviations - spell out the words (i.e. FFA should be written Future Farmers of America).
- Don't use the same identical letter two years in a row. We keep them on file and will ask you to redo it.
- Don't mention the amount of the scholarship award in the letter.

What should I say?

The main purpose of this letter is to show appreciation to the donor. Donors want to know who you are, what your academic and career goals are, and other information that tells them exactly who they are supporting. Listed below are some suggested topics to include in your letter:

Tell the donor about yourself:

- Your hometown
- Family background
- High school and other experiences that led you to study at TAMU-CC

Talk about your present situation:

- Class year and major at TAMU-CC
- Things you enjoy about college or look forward to doing at college
- Organizations in which you participate or in which you plan to participate
- Internships or positions that you have or plan to fulfill

Talk about your future plans:

- What you hope to accomplish while at TAMU-CC
- Future career plans

If you have any questions, please contact the scholarship office at (361) 825-3703 or by email at scholarships@tamucc.edu.

Thank you!
Scholarship Office Staff