

Hints and Tips for Writing Thank You Letters

Writing a thank you letter may seem difficult at first, but if you read the below hints and tips 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 don't turn in your letter before the required deadline.
- Type the letter. No handwritten letters, please.
- Address the donor by name and be sure to spell it correctly.
- Write at least two or three paragraphs, using at least a font size of 12.
- Run a spelling and grammar check before printing.
- Have a friend proofread your letter.
- Use the name of the scholarship in the letter.
- Include your return address, phone number, and email address.

DON'T :

- Don't use abbreviations that the donors may not understand - spell out the words.
- Don't use the same identical letter two years in a row. We keep them on file and will ask you to re-do 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, but what they really want to know is who you are, what your academic and career goals are, and other information that let's them know exactly who they are supporting. Listed below are some topics to include in your letter:

Tell the donor about yourself

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

Tell 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
- Internships or co-ops that you are doing or plan to do

Tell about your future plans

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

If you need any help writing the letter or if you have any questions, please contact The scholarship office at (361) 825-3703 or scholarships@tamucc.edu
Thank you!

SAMPLE THANK YOU LETTER

You do not need to include an address or donor contact name.
We will insert this information when we proof read your letter.

Date

Hello, my name is Mary Smith. I am the second daughter of four children of Ronald and Patricia Smith and was the salutatorian of the 2003 graduating class from Corpus Christi High School in Corpus Christi, Texas. While in high school, I actively participated in numerous sports and organizations such as cross country, basketball, powerlifting, track, band, Future Farmers of America, Future Homemakers of America, PALS (Peer Assistance Leadership), 4H, Medical Explorers, and was a twirler. In addition, I worked part-time on the weekends and volunteered in the community. By doing these activities, I gained valuable knowledge and skills as well as determined a possible career path. With my decision made, I looked at several universities, and finally chose Texas A&M University-Corpus Christi because it offers high quality education at an affordable price. It also has a great nursing program that allows students to pursue their highest level of education desired, has small teacher to student ratios, and was relatively close to home.

Although I just graduated from high school, I am currently a sophomore at the university because in high school, I took dual credit college classes my junior and senior year to get ahead. Currently, I am enrolled in 14 credit hours and have a 3.9 grade point average. I am a pre-nursing major, and hope to enter the baccalaureate nursing program next fall. My future plans are to hopefully be accepted into the nursing program and finish my baccalaureate nursing degree. Then I want to continue on pursuing my master's degree in nursing with the intentions of becoming a nurse practitioner and one day working for Texas Children's Hospital in Houston, Texas. Now, with my goals and dreams set, I am working hard to make them a reality so that one day I can make a difference in someone's life, just as you have made a difference in mine. Through your support and generosity, you have paved the way for my education because without financial assistance, I would be unable to attend college. I would like to say thank you for all that you have done. Not only did you pave the road for my education, but you have also inspired me to succeed by believing and supporting me. Once again, I would like to say thank you for all that you have done, and please continue to support Texas A&M University-Corpus Christi so that other students can also have an opportunity to make their dreams come true!

Sincerely,

Mary Smith

Student Address

Phone

Email Address