

Tips on Writing a Thank-You Letter to the Donor(s)

It is best to write the letter when the scholarship award is fresh in your mind – now would be excellent. It is much easier than trying to generate enthusiasm weeks after you received your award notification.

Please thank the donor in the same tone you would use if you were saying it face-to-face. Try saying thank-you out loud before you write it down. Usually the first thing that comes to mind is the perfect thing to begin writing.

Parts of a Thank-You Letter

Dear Mr., Ms. or Mrs. (Donor's Last Name),

Paragraph 1:

Thank your scholarship donor for their generosity and tell the donor how the scholarship influences your education. *(Remember, the scholarship is to help you with your educational expenses such as: tuition, fees, room, board, books and supplies and general living expenses. Expenses such as fraternity or sorority membership dues, non-school related travel, etc. are not considered educational expenses.)*

Paragraph 2:

Tell the donor some personal things about yourself—where you come from, why you chose Penn State, your major, extra-curricular activities, interests, etc. - they are interested.

Paragraph 3:

Talk about what your plans are after you complete your Penn State education.

Paragraph 4:

Thank your scholarship donor again.

Sincerely,

(Signature)

(PSU email address)

Important Things to Remember

- Address the letter to Dear Mr., Ms. or Mrs. rather than using the donor's first name.
 - Example – Dear Mr. Smith,
- Letters should be typewritten.
- Sign your name in ink ***(This is important!)*** and include your PSU email address.
 - When using the scholarship letter upload system, your signature in ink is not required but please remember to type your name!