

## Suggestions for Writing a Thank You Letter

- Keep your letter to one page.
- Convey your message in a clear and concise manner.
- Use a standard business format. Your thank you letter should be prepared on a computer.
- Talk about your previous experiences including involvement in student organizations, student projects, volunteer and work experiences. These are all good topics to include in your letter.
- Proofread your letter. Make sure the donor's name and the name of the scholarship are correct. Check for spelling and grammar mistakes. Sometimes it is hard to proof your own work, so have someone else read the letter before finalizing it.

### [Example Format]

1308 Benjamin Building  
College Park, MD 20742

[Date]

Dear [**Donor Name**]\*:

**First paragraph:** Explain why you are writing the letter. Be sure to identify the scholarship you received and that you will be a student in the College of Education at the University of Maryland. Be sure to include your major you will be enrolling in inside your letter as well.

**Second (and possible third) paragraph:** Tell the donor a little about yourself. You can briefly talk about your previous experiences including involvement in student organizations, student projects, volunteer and work experiences. You can also write about your plans while you are a student and your plans after you graduate.

**Closing paragraph:** Thank your donor again for the scholarship and let the donor know how much you appreciate their generous contribution to your education and the College of Education.

Sincerely,

[Handwritten signature]

**Your Name, Typed**