Thank you Letter Guidelines

The Importance of Thanking your Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave in the first place and often helps secure continuing gifts for future students.

**Thank you letters from all scholarship recipients are strongly encouraged and required for invitation to the Scholarship Donor Appreciation Luncheon held in the spring.**

Things to be included in Your Letter

- Educational background
- Accomplishments/Achievements/Obstacles
- Extracurricular Activities
- Goals and Aspirations
- Appreciation for the scholarship received

Things to Remember

- The donor did not select you as the recipient, but provided the funds for the scholarship
- If there are more than one donor/honoree mentioned, you'll want to send individual thank you letters to these people
- Make sure to type or print (handwritten notes are not acceptable) and sign your name so we can ensure that you are acknowledged for writing your thank you letter(s)
- Keep it to one page or less

**Upon receipt, your thank you letter will be reviewed for appropriateness, copied for our files, and the original is mailed to the donor via the Office of Development.**

Please send your letter to:

(Address your letter to your donor or name the scholarship not the Office of Development)

Office of Development
Donor Relations
3601 4th St. STOP 6238
Lubbock, Texas 79430

Or drop it by:

Room 2B420
2nd floor Administrative Suite

*Thank you letters should be received in our office within 2 weeks of your award notification*