

GUIDELINES FOR THANK YOU LETTER

Write a Thank You Letter to the Donors of Your Award

Nothing is appreciated more than a thoughtful thank you. Listed below are some pointers you may find helpful.

Content Suggestions:

- ✍ Tell the donor a bit about yourself - You might include your hometown, your family background, high school and other experiences that led you to study at the University of Illinois Springfield.
- ✍ Mention your major and area of study and your experiences at the University of Illinois Springfield. You also might want to include a sentence about the things you enjoy doing and organizations in which you participate.
- ✍ Discuss your future plans - Tell them what you hope to accomplish while at the University of Illinois Springfield and about your career plans.
- ✍ How has the scholarship helped you? - Do not mention the amount of your scholarship award.

Style guidelines:

- ✍ Please make the letter as legible as possible. It is preferred, but not required that the letter be typed. The thank you will not work well if the donor cannot read what you have written! A one-page letter is fine. Please print your letter on regular white paper or light colored stationary.
- ✍ Carefully proofread your letter. You communicate your intelligence through correct spelling and grammar. If you use a word processing program, do more than just a spell check – ask someone else to read the letter to double check.
- ✍ **Sign your thank you letter with a wet signature.**