



Florida State University Center for Academic Retention & Enhancement



Tips for Writing a Thank You Letter

Congratulations!

The scholarship you have been awarded was made possible through a generous gift from an individual, family, foundation or corporation. Florida State University places a high priority on showing appreciation for these vital gifts.

With this in mind, we ask that you compose a letter to the donor thanking them for their generosity. Below are a few points that may be helpful to you as you write your thank you letter.

- ▶◆ Please type or neatly handwrite your letter and sign it in black or blue ink.
- ▶◆ Beware of grammatical errors; you communicate a great deal about yourself through correct spelling and proper use of grammar.
- ▶◆ Do not mention the amount of your scholarship award.
- ▶◆ Even though this is a “formal” letter, do not hesitate to let your own unique personality shining through

Tell us about yourself

- ▶◆ Your hometown
- ▶◆ Family background (this is the time for you to talk a little about what life was like before you got to FSU...make the donor "meet" you)
- ▶◆ High school or undergraduate experiences that led to your decision to study

Tell about your present situation

- ▶◆ Year in school and major (or area of study) at FSU
- ▶◆ Things you enjoy or look forward to at college
- ▶◆ Organizations in which you participate
- ▶◆ What does this scholarship mean for you?

Tell about your future plans

- ▶◆ What you hope to accomplish while at FSU
- ▶◆ Future career plans and how the scholarship has helped you

Once you complete your letter, please submit it to the appropriate person.