

Thank You 101:

A Guide to Expressing Appreciation for Your Scholarship

About Expressing Thanks

Rutgers University alumni and friends make contributions to scholarship funds that help pay for your education. As a recipient of one such scholarship, it is your duty to write a note of thanks to express your appreciation to the donor who made it possible.

Nothing is appreciated more than a thoughtful note of thanks. A well written thank you reflects favorably on you and is important to the scholarship donors, who look forward to getting to know the students they are helping and to learning about your interests and goals. A short note from you affirms the value and significance of their contributions and encourages their continued support.

The following outline may help you structure and write your thank you letter:

Paragraph 1:

- Thank the donor for his/her generosity in providing the scholarship (include scholarship name).

Paragraph 2:

- Give the donor some details about yourself, your background, your studies, and your future goals, both academic and professional.

Paragraph 3:

- Describe the difference this scholarship will make in your education and your life.
- Conclude the letter by thanking the donor again.

Thank You Letter Tips

Here are some tips designed to assist you as you prepare your thank you letter.

- Use a quality bond paper or your personal stationery.
- Letters may be handwritten or typed. If you choose handwritten, please be sure that your writing is legible.
- **Proofread your letter.**
- Include your return address, either your on-campus or your permanent address.
- Include the donor's name in the salutation and the award/scholarship name in the body of the letter.
- Sincerely express your gratitude for the award/scholarship, and tell the donor how it will help you.
- A neat letter will express visually your gratitude in receiving the award or scholarship. The donor will value the time and effort you took to produce an attractive letter.

See the reverse side for a sample thank you letter and a list of Frequently Asked Questions.

Sample Letter

Jane Student
15 Any Street
New Brunswick, NJ 08901

June 27, 2008

Dear Dr. Donor:

I am writing to express my sincere thanks for your generosity in funding the Dr. Donor Endowed Scholarship. I am very honored to be the recipient of this award.

I am currently a senior majoring in Political Science, and I am in the process of researching for a paper that examines the electoral system in the US. I have been particularly interested in politics since my high school days, when I participated in and was made the captain of our Debate Club. I plan to complete my undergraduate degree and then apply for my Masters in Public Affairs and Politics. Eventually I would like to work on public policy planning at the State Department in Washington.

Because of your support, I am able to work fewer hours at my part time job and concentrate more on my studies. This will have a tremendous impact in my final undergraduate year as I am beginning work on my honors project. Thank you again for making this scholarship award possible. I am touched by your generosity and your willingness to help me achieve my goals.

Sincerely,

Jane Student

If you have any questions, email the Department of Donor Relations at

thanks@winants.rutgers.edu

Frequently Asked Questions

When I receive a scholarship, how do I find out the name of the donor?

If the name is not listed in your award letter, contact your dean, the Office of Financial Aid or the Department of Donor Relations to identify the donor .

To whom do I write and address the letter, and where do I send it?

Address the letter to the donor, not to a Rutgers staff member. If the donor is anonymous, you may address the letter "To whom it may concern." Address the envelope to:

**"Scholarship Name"
Department of Donor Relations
Rutgers University Foundation
120 Albany Street, Suite 201
New Brunswick, NJ 08901**

Your thank you letter will be forwarded to the donor.

When should I send the thank you letter?

Send the thank you note as soon as possible after you receive notification of your award. The longer you wait, the more likely you are to forget to acknowledge the gift.

What else can I do to show my appreciation?

- If you are invited to an event to honor the donors and recipients of scholarship funds, be sure to attend.
- If your scholarship is renewed, send a letter to the donor each year, describing your progress in school and how their ongoing support has helped you accomplish your goals. Send another letter after graduation to let the donor know what you will be doing.
- Donors are often alumni who received scholarships when they were students and wish to return the favor. After graduation, remember how the scholarship helped you. When you are in a position to do so, consider making a gift to support Rutgers scholarship funds and continue the tradition of giving .