

RECIPIENT THANK YOU LETTER GUIDELINES 2016

- As the recipient of a Donor Funded Scholarship at Worcester State University, you are **REQUIRED** to write a brief thank you letter to the donor who has funded your award.
- If you have received more than one award you are expected to write a thank you for each award that you receive. Who you are to address the letter to is contained in your award email.
- Letters should be sent or hand delivered to the Division of University Advancement, Shaughnessy Administration Building Room A231, 486 Chandler Street Worcester, MA 01602 – Attention: Louise Taylor.
- Unless otherwise specified in your award email the deadline for 2016 is **July 30th**
- Please review the following guidelines and sample letter as you prepare to write your thank you note.

THANK YOU NOTE DOS AND DON'TS

DO	DO NOT
<ul style="list-style-type: none"> • <u>HAND WRITE</u> THE NOTE • USE PROPER GRAMMAR & SPELLING • TAILOR THE LETTER TO YOUR AWARD (<u>READ THE CRITERIA</u>) • BE SPECIFIC ON HOW THIS MONEY WILL HELP YOU ACHIEVE YOUR <u>ACADEMIC GOALS</u> • PROOF READ • KEEP IT SIMPLE AND TO THE POINT 	<ul style="list-style-type: none"> • USE WHITE LINED PAPER OR NOTE BOOK PAPER (plain white paper is ok – or a piece of stationary or a commercial note card – as long as you WRITE A LETTER IN IT)

A basic formatted thank you note should contain the following elements:

- First Paragraph – Thank the donor for the specific award you received. Tell them a bit about yourself and how you met the criteria for eligibility.
- Second Paragraph – Restate your commitment to your academic goals. Mention any interests or circumstances that will help the donor understand why the award is so important to you.
- Third Paragraph- Thank the donor again for giving you financial support.

Please note – we review all thank you letters before sending them to donors – failure to provide an appropriate note may result in contact from our office asking you to make corrections and resubmit it.

SAMPLE LETTER ON BACK

Thank You Letter Guidelines

Lawrence D. Alter



Thank You Letter Guidelines:

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