

# UtahStateUniversity®



## Thanking Your Donor

As a scholarship recipient, you have a personal connection to a donor who has helped make your education possible. While the gift will have tremendous impact in your life, the opportunity to shake the donor's hand may not present itself immediately. Our hope, therefore, is to provide guidance to help you show how best to express your appreciation for the donor's generosity.



# Seven Steps

## for Writing a Meaningful Thank You

### 1. Be personal.

Use the donor's formal last name (Mr., Mrs., Dr., etc.) and be sure to spell it/them correctly.

*Begin with "Dear \_\_\_\_\_".*

### 2. Say "Thank you for..."

Lead with the words "thank you" or share a brief personal story of why you are writing the donor. Instead of saying "I wanted to thank you for your gift," consider the more impactful and direct approach: "Thank you for..." The end of the letter is a good place for feel-good words, referring to their generosity and your gratitude.

### 3. Be specific.

Be clear about why you are expressing thanks. How has the gift changed your life? How will your education influence your future? How will you use your education to benefit others?

#### Here's an example of an excerpt from a letter

Since I was a young child, I have dreamed of becoming a graphic designer. This scholarship has been instrumental in achieving this dream. Although I am employed, earning enough money for tuition and living expenses is challenging. Because of your generosity, the financial weight has been lifted. I am now able to focus on the most important part of school: learning. I am now able to reduce my work hours and am in the process of researching for an internship in the near future. Thank you.

Note: It is not necessary to include the amount of the scholarship in your letter.

### 4. Be quick.

Write and send the 'thank you' as soon as you are able. Being timely strongly supports your message of gratitude.

### 5. Type it and write it.

Properly formatted and typed letters are easier to distribute to the donor and easier for them to read. A brief handwritten word or sentence at the bottom, such as "forever grateful," or "Thank you," helps make a personal connection. Be sure to sign your letter.

### 6. Double-check spelling and grammar.

Correct spelling and grammar are very important. Carefully review your letter and triple-check the spelling of the donor's name and the name of the scholarship.

### 7. Make the donor and USU proud.

The length and quality of your letter reflect on you, USU, and the donor who invested in your education. Spend adequate time writing the thank you so that everyone rooting for you will be proud.

#### Every letter should focus on these things:

Tell the donor a little about yourself, including where you are from, your family, or high school. How have you been involved at USU?

Explain how this scholarship has made a difference in your education.

Describe your future plans after completing your education at USU and your career ambitions.