Writing Effective Thank You Letters

Scott Coffel
Director, Hanson CTC
Hey,

Thanks for the two thousand dollars. It will help make my final year here way much easier. The cost of everything is really getting out of hand. I am deeply honored to recieve this money.

As for the future, I don’t know yet—perhaps I’ll go for another another degree or get a job. I’d really like to move to a bigger city, or maybe travel around the world.

Again, thanks for all you have done for me,

Joe Engineer
Mentors or scholarship donors deserve a good story—a short, clear, but personal letter that makes them feel that their gift or guidance has made a difference.

Here are some tips for writing letters that do credit to you and the institution you represent:
Keep It Short

1. A brief introduction that identifies you as the recipient of the award and expresses your gratitude.

2. The “verbal snapshot” paragraph that gives your reader a vivid picture of you as a student.

3. A conclusion that restates your thanks for their support and guidance and/or the significance of the donor’s gift to your academic future.
Signs of Excellence (1)

- Donors want to be able to put a face behind a name. Provide (for example):
  - Your hometown, family background, high school, and other experiences.

- Give a brief verbal snapshot of the following:
  - Major:
  - What enthuses you most about your field of study.
  - Student organizations/internships or coops/study abroad programs.

- State your short and long-term plans.
  - What you hope to accomplish this year.
  - Career goals.
Tell how the scholarship has helped you.

Do not refer to the dollar amount of your scholarship; instead, use the official scholarship name.

Use proper business format.
- Recipient’s name and address.
- Formal salutation (for instance, Dear Ms Smith).

Sign your letter.

Bring a draft of your letter to the HCTC; our peer consultants will help you achieve clarity, coherence, and a professional tone.
Questions?

Visit the Hanson CTC

- **Hours:** 1:00 – 4:30 p.m. Monday-Friday,
- **Location:** 2224 SC (in the Student Commons area)
- **Scheduling:** Appointment sign-up sheets posted on window outside door of 2224 SC
Thank you!

What is written without effort is read without pleasure.