

Thank You Letter 101

Your scholarship is made possible each year through the private support of Wake Tech's friends and alumni. Many of these donors continue to give to scholarships because they know that their gifts are important to our students. A personal note of thanks from scholarship recipients reinforces the importance of the donor's investment in Wake Tech and keeps them connected with the campus community. We believe a thank you letter is a gracious gesture on your part and have put together this guide to assist you.

Tips:

- Be sincere.
- Letters should be typed and in business format.
- Use 8.5" X 11" paper. Faxed or emailed thank you letters cannot be accepted.
- Double check for spelling and grammatical errors.

SAMPLE LETTER

Your street address
Your city, state, and zip code

Name of donor
Donor's street address
Donor's City, State, Zip code

Dear *[Name of donor listed on your offer letter]*,

First Paragraph: State the purpose of your letter.

Express your gratitude for the scholarship and include the name of the scholarship award in the body of the letter. Comment on the impact the award has had on you.

Second Paragraph: Share a little about yourself and indicate why the scholarship is important to you.

Personalize your letter by sharing a little bit about yourself. You may want to include your family background, educational or career plans, extracurricular interests and activities, and/or what you enjoy about attending WTCC.

Donors enjoy hearing from renewal recipients as well. This is a perfect time to tell them about your past academic year, challenges, and recognitions. Feel free to mention a particular class you enjoyed, a new interest developed, and/or what you have learned over the past year. [For renewals -- *Never print the same letter you sent the prior year.*]

Third paragraph: Close by thanking the donor again.

Sincerely,

(Handwritten signature)

Typed first and last name