

# Writing your thank you letter

Nothing is appreciated more than a kind letter of thanks! The funds you receive come from people who have given their own assets to assist you and other students. Writing a thank you letter to a benefactor will let them know that you appreciate their generosity and will assure them that the support they are providing is being put to good use. The following are a few tips to writing a meaningful thank you letter.

# Tips for writing your thank you letter

- **When writing your letter, use the following salutation:**

Dear XXXX:

- **Always refer to the scholarship as:**

FUND FORMAL  
TITLE

## **Answer the following questions:**

- Why did you choose Iowa State University?
- What is your major and why have you chosen it?
- What year in school are you in?
- What are your plans after graduation?
- Where are you from?
- What activities or organizations were/are you involved in?
- What accomplishments are you most proud of?
- How has this scholarship helped you?

## Tips for writing your thank you letter

- **Proof your letter making sure there are no errors and it is well organized**
- **Include your email address in case the donor would like to contact you**
- **And most importantly, say “THANK YOU” to the donor and tell them how their support has made a difference!**