



WORCESTER STATE UNIVERSITY

THANKING YOUR SCHOLARSHIP DONOR

Congratulations on receiving your scholarship award! You are **required** to write a thank-you letter to your scholarship donor (s).

It is important to let donors know their financial support is gratefully received, and they would also enjoy the opportunity to get to know you better. Your correspondence demonstrates your appreciation, as well as the meaningful effect of this scholarship on your life. Below are guidelines to help you write a thank-you note.

WRITING YOUR LETTER

Please write a nice letter thanking your donor for their contribution to your education. Briefly tell your story by including information about yourself.

Here's a list of things to include:

1. Class year
2. Academic Major (or interests if you have not yet declared your major)
3. Hometown
4. Extracurricular activities
5. Future plans/goals
6. Tell the donors what their gift has enabled you to do (eg: Work less, study more, participate in more activities ...)
7. Why you are appreciative (express your gratitude!)
8. Any interesting details about yourself – like your favorite thing about WSU or your favorite WSU memory so far. (If you are an incoming first year – something about why you chose WSU would be appropriate.)

SUBMITTING YOUR LETTER

Remember to proof read your letter!! A good idea would be to create the letter in a Word document, double check the spelling (remember spell check is not perfect!) and upload it to the post application question page on the online scholarship portal.

The office of University Advancement reviews all student letters and downloads them and sends them to the donors. We may return a note with corrections for a rewrite before sending to the scholarship donors. If you have any questions about your final letter, please contact: Louise Taylor ltaylor1@worcester.edu or 508-929-8033