

## **College of Education and Health Professions**

### **Guidelines for Writing Letter of Appreciation for Donor**

Thanks to the generosity of our donors, the College of Education and Health Professions is able to provide scholarship opportunities to our students. We require all scholarship recipients to write a letter of appreciation to the donor(s) of their award and submit a biography. Please use the guidelines below when filling in your biography and writing your letter.

#### **Biography**

Please complete the biography information in the top right box on the Thank You Letter/Biography Form.

#### **Thank You Letter**

Your Thank You Letter should be no more than half a page and should fit within the box provided.

#### **Greeting/Salutation**

If a scholarship has more than one donor/sponsor, please write a single letter addressed to all of them.

- Dear Sponsor(s) of the **[Insert Scholarship Name]**,

#### **First paragraph**

**Express your appreciation to the donor for their generosity and describe how the financial assistance of this scholarship makes a difference in your education.**

- Use the full name of the scholarship in your offer letter. Do not use abbreviations or shorten the name.
- Do not include the value or dollar amount of the scholarship. Use phrases such as “your generous gift” or “the financial assistance you have provided”, or a similar phrase.
- If applicable, include a brief but specific example of how the scholarship has reduced your financial burden. Examples might include:
  - You can work fewer hours, allowing you to focus your time and energy on your education.
  - That it will assist with study abroad expenses.
  - Provides the funds to purchase materials/supplies required for your degree program.

#### **Second paragraph**

**Tell the donor a little about yourself.**

- Are you new to the U of A, a transfer student, junior, graduate student, etc.?
- What is your field of study or major?
- What’s your background, are you the first in your family to attend college, are you a non-traditional student, have you overcome any hardships?
- Why did you choose the University of Arkansas?

#### **Third paragraph**

**Describe your career goals and plans.**

- What do you intend to accomplish at the University of Arkansas?
- Do you plan to pursue an internship or assistantship?
- Do you plan to pursue an advanced degree?
- What do you enjoy most about the University of Arkansas?
- How will the University of Arkansas help you obtain a fulfilling career?

#### **Closing paragraph**

**Thank the donor again.**

- Express your gratitude one more time.
- You may want to indicate that you admire their generosity and that someday, you hope to follow their example.

#### **Letter Closing**

Sincerely, warmest regards, or best regards are acceptable closings.

#### **First and last name**

Typed Name