

TOP TEN TIPS TO SAY “THANK YOU”

(Source: “in Touch” Dollars for Scholars Affiliate News, June 19, 2014)

Fortunately, there are many ways to write a great thank-you letter. In homage to “Late Night” hosts David Letterman and Jimmy Fallon, here is the Scholarship America “Top 10” list for helping students write great thank-you letters.

10. **Address your letter** to the donor contact name, given to you by your Dollars for Scholars affiliate, when appropriate.
9. Hand-write or type your thank-you letter; either is acceptable. However, if handwritten, it must be neat and **legible**.
8. Use a thank-you **card**, personal **stationery** or plain stationery; any of these options is acceptable.
7. Be concise in your letter, but **sincere**
6. Make sure that you **sign your letter**.
5. **Check all spelling and grammar** after you have completed your letter. Have a reliable person, such as a teacher, proofread your letter.
4. **Acknowledge the exact name of the scholarship** -- if named -- in your letter. It's important, for example, to recognize the honor intended for a cherished family member or a favorite teacher that the scholarship has been named after.
3. **Mention your appreciation** for the scholarship that you received, and your plans for how you will use the funds. For example: "Thank you for making this scholarship possible"; or, "Your scholarship makes it possible for me to concentrate more fully on my courses."
2. **Remember that the donor did not select you as the recipient**, but provided the funds for the scholarship. This affects how you frame your thank-you. For example: "Thanks for making the Cambridge Dollars for Scholars Scholarship possible ..."And the No. 1 tip for writing thank-you letters to scholarship donors (drum roll):
1. Write about your **accomplishments/achievements** (obstacles that you've overcome to attend college); **extracurricular activities** (stories about a relevant extracurricular or community service project that impacted your

life);and **goals/aspirations** (your future plans, both immediate and long-term, including the career you wish to pursue).