

## Writing Scholarship Thank You Letters

Letters to sponsors of scholarships should be formal in format and tone. You **must proofread** your letter after you have written it. Do not give the sponsor reason to doubt that you are deserving of the gift.

### Format:

Follow the format below and position your letter on the page so that it is left justified and has roughly equal top and bottom margins.

Your name

Your street address

Your City, State (two-letter state abbreviation) (2 spaces) Zip code

Dateline

Mr. and Mrs. John Smith (or Dr. Jane Doe, or Professor Samuel Jones)

Street Address

Somewhere City, IA (two-letter state abbreviation) (2 spaces) Zip code

Dear Mr. and Mrs. Smith, (not Dear John and Jane)

Body of thank you (3 paragraphs)

Choose a formal closing such as:

Sincerely yours,

With sincere gratitude,

With sincere appreciation,

Signature (handwritten)

Your name typed underneath.

## **Approach to Writing the Body of the Letter:**

**Paragraph 1:** In 3 sentences, identify yourself and the specific, formal name of the scholarship you are receiving. Tell the sponsor what the scholarship enables you to do that you couldn't have done otherwise, or tell what the scholarship means to you. Do not mention the amount of money awarded in your letter. Keep the focus on the recipients and thank them, show your gratitude and be sincere.

**Paragraph 2:** This paragraph should be 5 -6 sentences and can be about you. Begin with a claim about what you hope to do with your education and why. Give the donor more information about who you are, tell what you are studying at the University of Iowa, and include details about activities and organizations you are currently involved in or long range plans and goals.

**Paragraph 3:** Write 4 sentences. Begin with a claim that thanks the sponsors again, and focus the claim on what the gift enables you to do. Other sentences should address how you will give back to the Tippie College and thanking the sponsors for their support. This paragraph should focus on the recipients and/or the bigger picture of one day hoping to give back to the university as well.