

## Direct Admit Scholarship Thank You Letters

Your letter to the scholarship donor should be **formal** in **format** and **tone**. The letter must also be free of grammar, usage, and spelling errors, so be sure you **proofread** it. You want the donor to focus on your expression of gratitude, not on any errors that proofreading would have prevented; also, this letter should make a good first impression on the donor and not cause him or her to doubt that you deserved the gift.

### **Sentence-by-sentence guide for the letter:**

**Paragraph 1** – this 3-sentence paragraph should focus primarily on the **donor** and state how honored you are to be receiving this scholarship. In the first sentence, identify yourself and mention the specific, formal name of the scholarship you are receiving. The next sentence can either tell the donor what the scholarship enables you to do that you could not have done otherwise or tell the donor what the scholarship means to you. Finally, close with a sincere expression of your gratitude. Do not mention the amount awarded in your thank you letter.

**Paragraph 2** – this 5-sentence paragraph can focus on **you and your interests**. Begin the paragraph with a claim about what you hope to do with your education and why; if you are undecided, then state what interests you and what you hope to accomplish at Tippie. Next, provide **specific** information about who you are, what you will study at the University of Iowa, details about activities and organizations you wish to become involved with or activities and interests you had in high school that you'd like to continue at Iowa. If you know your long-term goals or post-college plans, this paragraph would be the ideal place to mention them *and* show how this gift will help you reach those goals.

**Paragraph 3** – this 3-sentence paragraph returns the focus to the **donor**. Begin with a claim that thanks the donor again, but **do not repeat** the language you used in the first paragraph. The next sentence should address how his or her gift will allow you to give back to Tippie and to the campus community. Finally, close the letter by thanking your donor(s) for their gift.

**Letter layout on following page**

## Letter Layout:

Follow the format below; your **single-spaced letter** should be **left justified** with roughly **equal** top and bottom **margins**; be sure that you double space between paragraphs and that your letter, like the example below, is in **block style**.

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