

TIPS FOR WRITING A THANK YOU LETTER

Congratulations on your academic scholarship! TCC Foundation scholarships are made possible by generous contributions from donors who believe that students like you can make a difference in the world.

All students who receive a Foundation scholarship are required to write a thank you letter to the donor(s) of the scholarship. Nothing is more welcome than a thoughtful note of thanks and an expression of your gratitude. A well-written thank you letter reflects favorably on you and is very meaningful to the donors. Your words remind donors of their scholarship's impact and confirm the value of their contributions.

The following ideas may help you structure a meaningful thank you letter.

Thank the donor:

- ▶ Thank the donor for his or her generosity in providing the scholarship.
- ▶ ♦ Include the scholarship name, as some donors give to more than one scholarship.
- ▶ ♦ Since donors are not part of the scholarship recipient selection process, thank the donor for making the gift possible, rather than for selecting you as the recipient.

Tell the donor about yourself:

- ▶ ♦ Include your hometown, family background and especially anything that may be relevant to the scholarship.
- ▶ ♦ Share high school and other experiences that led you to choose TCC.
- ▶ ♦ Mention any goals, interests and activities, both professional and academic.
- ▶ ♦ If you are the first person in your family to attend college, include this information as well as any obstacles you've overcome to achieve this goal.

Tell the donor about your present situation:

- ▶ ♦ Include your intended major, anticipated year of graduation, etc.
- ▶ ♦ List organizations in which you participate, including extracurricular or community service work.
- ▶ ♦ Mention any recent accomplishments and achievements, including awards, prizes you may have received.

Talk about TCC:

- ▶ ♦ Your donor has invested in both you and Tallahassee Community College. Discuss your positive experiences at TCC and explain why you chose to attend TCC.

Share your future plans:

- ▶ ♦ Tell the donor what you hope to accomplish while at TCC.
- ▶ ♦ Include future goals, both immediate and long term, academic and professional.

ADDITIONAL TIPS TO CONSIDER:

- ▶ Letters should be submitted through your scholarship account. You may handwrite a letter and submit it to the TCC Foundation.
- ▶ Do not date your letter.
- ▶ Letters should be at least two paragraphs in length. One page is usually enough.
- ▶ **Proofread carefully!** Make sure your letter is free of grammatical and spelling errors. A well-written letter reflects favorable on you, the scholarship committee who selected you and TCC.
- ▶ Consider including your return address, email and/or phone number at the top of the letter so the donor may contact you if he or she chooses.
- ▶ Address your letter to the provided donor contact name.
- ▶ You must submit your thank you letter by the date indicated on your scholarship notification letter.
- ▶ If there are multiple donors listed for your award, be sure to address your letter to all of the listed contacts.
- ▶ Do not mention the scholarship amount in your letter.
- ▶ If you receive more than one scholarship award, you must submit a thank you letter for each award received.
- ▶ Consider including a complementary photograph of yourself with your letter.
- ▶ Remember to sign your letter.



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