

A note to our scholarship recipients from the Advancement Office

We realize you may not have written a thank you letter before and we want to help you express your respect and gratitude in a professional manner.

Attached is a sheet which shows you how a business letter should look.
On the following page are instructions for writing and formatting the letter.

If you need help, and/or would like to know more about the donors of your scholarship before you write your letter, call Carrie Sponheim at 263-2935.

Turn in your letter to Carrie in the Advancement Office, west wing, third floor of the Humphrey Center.

This example letter shows you how your thank you letter should look and “sound.” On the following page are instructions for formatting and writing your letter.

3210 Tinkerbell Lane
Hooks Bay, Neverland 12345
January 12, 2008

If you copy this text as your own, it will be sent back to you to rewrite! Seriously! There are dozens of scholarship recipients—you must be original.

Dr. and Mrs. Elwood Petrie
2298 Thunderbird Lane
Snowbowl, Colorado 89765

Dear Dr. and Mrs. Petrie:

Thank you for providing the Georgia and Elwood Petrie Endowed Scholarship at Grand View University. I am a recipient this year and I am truly grateful for your thoughtfulness and generosity.

I am a nursing major in my junior year. I’ve always wanted to have a career in a pediatric hospital because I love working with children. I’m doing well in my studies, even though the nursing program is very intense and time consuming because of all the clinical classes we take. Although my folks are helping me, I am responsible for most of my University expenses and it would very difficult to work enough to pay for them and still keep up with my studies. Your scholarship is helping me to make my way without too much stress and sleep deprivation!

When I think about how long it would take me to earn the amount of your scholarship, I realize how generous you are. I know that helping others is important, and you reinforce this understanding for me. Thank you again for your scholarship and for helping me reach my education goals.

Sincerely,

Sarah J. Mikkelsen (Do not type your name here, you need to sign with a pen.)

Sarah Juhls Mikkelsen
Grand View Student

How to write and format your thank you letter

As a Grand View University student, you are expected to produce an appropriately addressed, formatted and signed business letter. We will no longer accept letters which do not follow the following format, and we will reject letters that are not signed by you in ink. If you need assistance, we will be glad to help you—PLEASE ASK!

REMEMBER: If your thank you letter is rejected your scholarship will not be released to pay your bill—*until you complete the letter appropriately.*

Set the side margins at 1”

4476 Woodcrest Avenue
Hooks Bay, Neverland 12345
January 12, 2008

Type **your** address starting at 2 inches from the top of the paper.
Type the date directly below your address.

Press the Enter key to space down five lines

Dr. and Mrs. Elwood Petrie
2298 Thunderbird Lane
Snowbowl, Colorado 89765

Use the donor’s full names as they were given to you by the Financial Aid Office.

Dear Mr. and Mrs. Petrie:

Skip a space
Unless you know donors well, don’t use first names
Skip a space

The proper business thank you letter has three paragraphs. The first paragraph begins with a thank you and gratitude, something like this: Thank you for providing the Georgia and Elwood Petrie Endowed Scholarship at Grand View University. I am a recipient this year and I am truly grateful for your thoughtfulness and generosity.

The second paragraph of your thank you should provide information about you and why the scholarship support is important to you. For example: I am a nursing major in my junior year. I’ve always wanted to have a career in a pediatric hospital because I love working with children. I’m doing well in my studies, even though the nursing program is very intense and time consuming because of all the clinical classes we take. Although my folks are helping me, I am responsible for most of my University expenses and it would very difficult to work enough to pay for them and still keep up with my studies. Your scholarship is helping me to make my way without too much stress and sleep deprivation!

The third paragraph should tie together what you have said already and provide another thank you. For example: When I think about how long it would take me to earn the amount of your scholarship, I realize how generous you are. I know that helping others is important, and you reinforce this understanding for me. Thank you again for your scholarship and for helping me reach my education goals. (You will have received some information about the donors from the Financial Aid Office—read it and work it into your letter as appropriate.)

Skip a space

Sincerely,

Write your name in ink here

Press Enter key to space down three or four spaces

Solveig Jensen Nielsen
Grand View Student

Type your name
Type your title