

## Scholarship Thank You Instructions

Please follow the instructions below when submitting a thank you letter. Thank you letters that do not follow this format will be returned and funds will not be dispersed.

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.

As a Grand View University student, you are expected to produce an appropriately addressed, formatted and signed business letter. We will not 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.*

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.”** *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.*

*Set the side margins at 1”*

*Press enter key 3 times*

3210 Tinkerbelle Lane – *This is your address-Type your address starting at 2 inches from page top*  
Hooks Bay, Neverland 12345

January 12, 2008 – *This is the date you write the letter-Directly below the address*

Dr. and Mrs. Elwood Petrie – *This is the donor’s FULL name and address*

2298 Thunderbird Lane

Snowbowl, Colorado 89765

*Skip a space*

Dear Dr. and Mrs. Petrie: - *You are not writing a letter to Dr. and Mrs. Petrie. Refer to you email for donor information*

*Skip a space*

*The proper business thank you letter has three paragraphs. The first paragraph begins with a thank you and gratitude.* Thank you for providing the Georgia and Elwood Petrie Endowed Scholarship (*Do not put the Elmwood Petrie Endowed Scholarship, refer to your email for your 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.* 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.* 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,

*Press enter key 3 times*

Your Name (*Do not type your name here, you need to sign with a pen.*)

Your first name Your last name

Grand View Student

**Please format your letter to fit on one page – 2-page letters will be returned.**