

HELPFUL HINTS

FOR WRITING A THANK YOU NOTE

DO say "thank you." Begin your note with a direct expression of thanks.

DO tell the donor a little bit about yourself--your major, your hometown, your career plans, etc. Be brief, but do give the donor a personal glimpse of who you are.

DO make sure that there are no misspelled words or grammatical errors in your note.

DO let the donor know that the scholarship is helping you get a top-quality education.

DON'T say that getting the scholarship means you don't have to work. Many donors give scholarships out of a desire to supplement or enhance the personal efforts of deserving students. This is especially true for donors who themselves had to work their way through college or who have become financially successful in life because of their own hard work and determination.

