Thanking Your Scholarship Donor

University of Northern Iowa alumni and friends provide scholarships to help pay for your education at UNI because they believe that students like you can make a difference. When donors make a gift, their deep feelings do not disappear just because the transaction ends. In fact, great gifts intensify the feelings that motivated them in the first place. We strongly encourage you to express your gratitude to the donor or donors of your scholarship by writing a thank-you letter. A well-written letter reflects favorably on you and is important to the scholarship donors, who appreciate learning about you, your goals and future plans. Your letter confirms the value of their contributions and encourages their continued support.

The following outline is a suggestion of how you might write your thank-you letter:

Paragraph 1: Thank the donor for their generosity in providing this scholarship. Tell the donor how this scholarship makes a difference to your education.
Paragraph 2: Tell the donor about yourself – where you are from, why you chose UNI, or what field of study you have chosen for a major.
Paragraph 3: Talk about your goals and future plans after completing your education at UNI. You could also mention part-time jobs you hold or campus-related activities you are involved in.
Paragraph 4: Thank the donor again and include your return address.

Letter Writing Tips:

- Be sincere and personable.
- Address the letter to the donor by name rather than using “Dear Sir.”
- Proofread your letter carefully for spelling and/or grammatical errors.
- Sign the letter personally.
- Write the letter promptly.
- Letters or thank you cards are acceptable.

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Sample Thank-You Letter

Dear Mr. Smith,

Thank you for your generous support of scholarships at UNI. Your scholarship will assist me in realizing my goal of graduating in 2014 with a degree in Elementary Education.

I am currently in my last semester of classes at UNI and will be doing my student teaching this spring in the Minneapolis area. I am an Early Childhood/Elementary Education major and have not yet heard what grade level I will be placed in for my student teaching requirement.

I am extremely excited to become a future teacher and I think my excitement and confidence comes from the wonderful preparation I have had in the College of Education at UNI. I hope to teach kindergarten, but I would be happy teaching 1st or 2nd grades too.

Once again, thank you very much for providing me this scholarship. It really makes a difference.

Sincerely,

Susie Jones

If you have any questions please contact:

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