

Anatomy of a Thank You Letter

Kristen Campbell
 11 Old Main
 University Park, PA 16802

Your name and address.

Leave one empty row here

And three empty rows here

January 1, 2013

Type and print on 8 ½" X 11" good quality white or near-white paper.

In the beginning:

Begin your letter with Dr., Ms., Mr. or Mrs., as appropriate. Do not address the individual by his/her first name or as "Dear Donor" or "Dear Benefactor", etc.

Acknowledge the scholarship you have received by referencing the full name.

Do not state the obvious, such as "My name is Bob Smith and I am a student at Penn State."

Dear Mr. and Mrs. Smith,

I am honored to be the recipient of The Smith Family Scholarship for Academic Excellence. Thank you so much for your kind generosity to Penn State and the university community.

Body of the letter: Think about who you are writing to! **Tell the donor about the specific ways in which their support has helped you reach your professional and educational goals.** Did you get an internship, feel honored for recognition of your good grades, or use the scholarship to ease a financial burden? **Tell the donor about you as a person.** What are your interests and goals? Where are you from? Why is Penn State important to you, how has it influenced you? **Tell the donor about the impact of their gift today and as you see it potentially affecting your future.** Are you starting a job, going to graduate school, or volunteering? Did the support given by the donor allow you to experience things that changed or helped shape your future plans?

In the body: This letter has example thoughts and questions to help you figure out what to write. The tenants of good writing apply – proofread and keep it concise!

Do not assume that the donor's political, religious, spiritual, or cultural viewpoints and/or preferences are the same as yours. Be considerate in your letters about your insights and the insights and beliefs of others.

Sincerely,



Kristen Campbell

Leave space for a signature and then **sign your letter** by hand.