

Thank You Note Writing Tips

For scholarship donors, one of the most rewarding experiences of giving to the College of Health and Human Development is the thanks they receive from those who benefit from their generosity. Please write your thank you letter now while the scholarship award is fresh in your mind. You may use a personal tone – as if you were talking with the donor face-to-face. You might try expressing your thoughts out loud before you start to type. If you write from the heart and carefully proofread, your letter will be great.

Important Things to Remember

- Address the letter to Dear Mr., Ms. or Mrs. rather than using the donor’s first name.
 - Example – Dear Mr. Smith,
- Letters should **be typewritten, undated, and signed by you**. You may then copy and paste or upload your signed letter into the HHD Scholarship Thank You web page.

Parts of a Thank-You Letter

Dear Mr., Ms. or Mrs. (Donor’s Last Name),

Paragraph 1:

Thank your scholarship donor for providing the scholarship (Note: it is important to acknowledge their support by referencing the full name of the scholarship). Tell the Donor how the scholarship influences your college experience (Does it ease your financial burden? Does it feel like special recognition for your hard work and good grades? Does it motivate to continue to excel going into a new academic year?)

Paragraph 2:

Tell the donor something personal about yourself (Where you come from, why you chose Penn State, your major, extra-curricular activities, interests, etc. - they are interested!)

Paragraph 3:

Talk about your plans for after you complete your Penn State degree.

Paragraph 4:

Thank your scholarship donor again for their generosity.

Sincerely,

(Your Signature)

(PSU email address)