

Thank You Letter Guidelines

The purpose of writing a thank you letter is to show your appreciation to your donors for their investment in your success. With their generous donations, students are given the opportunity to earn an education without struggling to cover the costs of tuition, and later, college debt. It is vital that you take the time to show your gratitude and inform your donors of the significance of this scholarship. The following includes a list of guidelines to further assist you in writing your letter.

- Include the name of the scholarship of which you are receiving in the salutation.
For example:
 - I. To the donors of the Roy Rogers Memorial Scholarship,
 - II. To the Roy Rogers Memorial Scholarship Committee,
- Use the complete name of the scholarship. If you are not sure what it is, call or email:
 - I. Tiandra Rushing (WNC Foundation Development Specialist)
 - II. (775) 445-3240 or tiandra.rushing@wnc.edu
- Some scholarships are in memorial of someone; do not shorten the name of the scholarship in the salutation, otherwise, you may be addressing it to a deceased person. For example:
 - I. If your scholarship is The Margie Green Nursing Scholarship, do not write “Dear Margie Green,” for she may no longer be with us.
- If you are sending your letter with an envelope, do not seal the envelope.
- If you type the note, it still requires a hand-written signature. This is the appropriate way to close a letter such as this.
- Do NOT fax the letter. It leaves a time / source stamp along the top and this makes the letter less personal.
- If you submit a hand-written note, do not submit one with scratched out words. Write it inside a Thank You card. If you make a mistake, start over. Make your note as presentable as possible. Thank You cards are available for your use in the Foundation Office. (Bristlecone 145)
- Do not use any abbreviations. Also, to minimize grammatical and spelling errors, proofread your letter before submitting it. Some common misspellings to be aware of include:
 - I. Generosity, Grateful, Sincerely
- Do NOT include your student ID number.
- Do NOT address it to WNC; instead, deliver your letter to Tiandra Rushing in Bristlecone 145.

Personalize the note by letting your donor know how much this scholarship means to you by mentioning your educational goals or desired career. Please, remember, this is not a thank you to a friend; this is a grateful response to a stranger.