

Congratulations! You have been selected from a competitive group of your peers to receive a privately funded scholarship. You can be proud to be a private scholarship recipient. After all, you exemplify the kind of student UALR and your particular scholarship donor wish to support.

Private scholarships are made possible through the generous support of UALR donors. Your academic achievement, financial need, educational goals, and other unique attributes have qualified you for a specific UALR private scholarship and connected you to a scholarship donor. Since private scholarships are a reflection of an individual donor's interests, experiences, and intentions, you and your scholarship donor have more in common than you may think.

Please take time now to express your written appreciation to the donor who made your scholarship possible. A personal note of thanks simply says thank you—for your support, for your confidence, for reaffirming dreams. So please say “thank you,” and after you do, tell your donor about yourself. Your donor will love to hear from you and will be pleased to know that his or her investment in UALR—in you—is meaningful and appreciated.

## Content Suggestions

- Tell your donor a bit about yourself. You might include your hometown, high school, family background, or reasons for choosing UALR.
- Describe your experience at UALR. Mention your class year, major, campus and community activities, and leadership experiences.
- Discuss your future plans. Talk about what you hope to accomplish while at UALR, an expected graduation date, your career goals, or how you plan to utilize your degree.
- Express your gratitude for the scholarship. Tell your donor what this scholarship means to you, how it will help you, and say thank you. Be sincere and express your gratitude warmly.

## Style Guidelines

- Letters must be typed and printed on light-colored stationery or quality bond paper.
- Address your letter to the donor(s) or relative(s) of the donor that are listed in your award letter. Please address them as Dr., Mr., Mrs., or Ms. and spell their names correctly.
- Mention the scholarship by name in your introduction and spell it as it appears in your award letter.
- Make sure you include all of the elements of a letter: your name and return address, date, salutation, body, closing, and your handwritten signature. A one-page letter is appropriate.
- Sample thank you letters are posted online for your reference at <http://ualr.edu/scholarships/private/index.php/home/maintaining-your-private-scholarship/thanking-your-scholarship-donor/>. However, these are only examples and we encourage you to make this letter your own. Plagiarism of any kind will not be tolerated.
- Have someone else proofread your letter to check for spelling and grammatical errors. If you need assistance, contact the University Writing Center at 569-8343 or visit Student Union B, Room 116.

***After we receive your letter of appreciation, we will forward it to the donor(s).  
If there are errors or if the letter is unacceptable, it will be returned to you to rewrite.***