

**DO NOT copy thank you letters from any website or your friends. You have been given a gift, so thank your donor sincerely and from the heart.**

## **Appreciation Letter Guidelines & Requirements**

- Letters must be typed.
- A one-page letter is appropriate.
- Include all of the elements of a letter: date, your name, your return address, salutation, body, closing, and handwritten signature.
- Address your letter to the donor or relative of the donor that is listed in your award letter. Please address him or her as Dr., Mr., Mrs., or Ms., and spell his or her name correctly.
- If there is more than one donor or relative of the donor listed, you will need to submit a separate letter for each donor.
- Mention the scholarship by name in your introduction and spell it as it appears in your award letter.
- Have someone else proofread your letter to check for spelling and grammatical errors.

## **Content Suggestions & Ideas:**

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

## **Due Date & Processing:**

- All thank you letters are due by May 1<sup>st</sup> in EIT
- If approved, letters will be forwarded to the donor
- If letter has spelling, grammatical errors, or does not meet requirements listed above; it will be returned to you to be rewritten.