



Scholarship Thank You Letters

Why should I write a thank you letter?

Your scholarship is the result of a generous contribution from a donor. That donor may be the reason you are able to attend Miami at all. It is vitally important that you take time to say thank you for such a life-changing gift. It is an act of common courtesy and a small way of letting our donors know just what a difference their gifts are making in the lives of Miami students.

Taking the time to say “thanks” is also an important part of being a leader. Regardless of your future career, developing the habit and art of expressing sincere thanks will contribute to your lifelong success.

How to write a thank you letter to your scholarship donor:

You submit your thank you note electronically by logging into MyMiami (www.miamioh.edu/mymiami.) Choose the “My Bill and Aid” tab. The “missing financial aid requirements” section will contain a link to the section of BannerWeb where you may complete your note.

A few tips:

- No formal greeting or salutation should be used. The stewardship office will format these, along with the text you provide, into a letter and will send it to your donor.
- BTW, use a formal writing style. This isn’t the place for text-like language. If the language and spelling you’re using wouldn’t be appropriate for a class assignment, don’t use it here.
- Tell the donor something about you, about what Miami means to you and how much you value the scholarship the donor made possible. Consider including your major, year in school, hometown and future plans.
- Express your appreciation. If you wish, include a personal statement about how the scholarship has assisted you.
- Proofread! Make sure there are no spelling or grammar errors.
- Please submit your information by December 20.

Sample Letters

Sample #1

Hello! My name is XXXXXXXX and I was awarded the [NAME OF SCHOLARSHIP] for the 2013-14 school year and I am writing this letter to convey my gratitude. I was both delighted and honored to receive this award.

I am a creative writing major, with a deep love of literature and words. In high school I excelled in English classes, and I am looking forward to taking many of the wonderful and unique English courses Miami offers in my upcoming college career. I also have an interest in history courses, several of which I hope to take just to further my knowledge. I can, on occasion, enjoy a science class or two, but I must admit math is not and never has been a favorite of mine.

When I’m not caught up in my studies, I am involved in the technical aspects of theatre, something I have done since high school and have continued to enjoy in college. I’m also enrolled in an equestrian class, as horseback riding is another favorite activity of mine. A club I recently joined upon attending Miami is ASAP, or African School Advancement Program, that focuses on

raising money for school supplies for a school in Tanzania. In the summer, the club sponsors an annual trip overseas to teach the kids of the school English, because they're in desperate need for native English-speaking teachers—it is a requirement that all children pass their English language test in order to go on to secondary school. This club has been an inspiring and educational opportunity for me, and I love every aspect of being involved in it so far. I look forward to everything else we do throughout the year.

As a creative writing major, I hope to find work in the future as an author. Writing has always been the thing I am most passionate about and I look forward to growing as a writer here at Miami. Aside from writing, I am also interested in the editing and publishing aspects of novels. Goals I have for the future involve a lot of traveling, as the more I see of the world the more I can write about it. I'll begin with studying abroad, perhaps in Luxembourg next year.

That is a little bit about me and my college experience so far. I am a first generation college student, and my parents are ecstatic that I was able to attend this university—something that was only made possible by generous donations such as this one. Once again I would like to thank you considerably for giving me this opportunity. I will not forget it, and will always strive to make the most of it.

You have my deepest gratitude and most heartfelt of thanks.

Sample #2

I would like to sincerely thank you for your generous contribution to Miami University's scholarship program.

I am an out-of-state student who is constantly struggling to find new ways to pay for school. I also spent all of last year searching for a career path, finally settling on Family Studies at the end of my second semester. Over the course of the summer, I started second-guessing that choice because I feared I would not be able to pay off my debts if I went into a family studies profession. When I received the [NAME OF SCHOLARSHIP] in the mail, I literally sat in silence a good 20 minutes. I couldn't believe it. I thought it was a mistake. I refrained from telling my family until I could contact the Financial Aid Office and double check. When I finally let myself believe it was true, I was overcome with happiness. I felt as if it was a sign from the universe telling me that I was finally headed in the right direction, that I would make it through. My family also felt a weight lifted off their shoulders, and they no longer had to worry about how they would pay for my schooling this year.

All in all, your act of kindness made an incredible difference in my life as well as my family's. I am now taking my first semester of family studies course and loving every minute.

So thank you again for your donation, and please, do not down play the difference you have made. It means more than I can say.

Thank you again for so generously supporting Miami students.

Need more help?

The Howe Writing Center is the perfect resource to assist you in writing or editing your thank you letter. You can visit their website for more information or to make an appointment at <http://writingcenter.lib.muohio.edu/>.