



Congratulations on receiving an endowed scholarship. The endowed scholarships are funded through generous contributions made by our alumni, industry partners, and friends of the college.

Scholarship donors are interested in learning about the students they support. The goal of a thank you letter is to acknowledge their generous contribution towards your education and to share a little about yourself so that your donors can learn about you.

TIPS FOR THANK YOU LETTERS

Write clearly and concisely, but make the letter your own, too. Bring out your own unique personality. Don't hesitate to talk about your experiences. Be enthusiastic! Be sincere. And, as always, be sure to double check for spelling and grammatical errors.

Here are some suggested guidelines to following while planning out your letter.

Part 1: Address your letter to the donor.

You can find the contact information by clicking on the name of the award in ACIS.

Part 2: Introduce yourself and state the purpose of your letter.

Make sure to explicitly name the scholarship.

Part 3: Share a little about yourself and indicate why the scholarship is important.

Include information such as:

- Class year
- Hometown
- Majors, minors, concentrations
- Organizations or Greek life you're involved in
- Sports you play
- What you've done through the programs/organizations you're involved with
- Why you chose Albion and what you enjoy most about being a Brit

Part 4: Share the impact of their gift.

Thank the donor again for their gift.

NEXT STEPS

- Email your letter to scholarships@albion.edu within two weeks.
- Put the name of the scholarship in the subject line.
- You may attach your letter as a Word or Google document or type the letter within your email. PDFs will not be accepted.