

Scholarships and bursaries are essential to the academic careers of many students. If you are among those who have received a bursary, scholarship or other form of gift, it is important to extend thanks. When someone gives a gift, they are giving their resources; time, money etc. It's important to recognize this as a gift and thank the giver.

Writing a letter or a note of thanks not only shows that you appreciate the gift you have received, but it also allows you to keep the donor up-to-date with your activities, demonstrating how useful their gift is to you. Sending a letter of thanks also encourages the donor to continue supporting students.

A thank you letter is a representation of yourself. A letter will make a lasting and positive impression on the person you are thanking.

Letters of thanks can be presented in a variety of ways. A letter written in word processor; typed and printed, is the most formal. This kind of letter is always acceptable. Hand written notes are a nice gesture and allow the writer to be more personal.

The ultimate goal of a thank you note is to express your gratitude and graciously accept a gift. Use this resource as guideline and a starting point for your thank you letters.

When you have completed your thank you letter, send it to University Relations. They will then forward the letter to the donor. University Relations will not share the donor or the recipients information, but you are welcome to include it in your letter.

Tips and Tricks

- Check, double check and then check again to make sure you spell the recipients name correctly
- Think of specific details; why is this gift helpful to you, what will you use it for
- Begin and end by saying 'thank you'
- Use a proper closing like 'sincerely' or 'many thanks'
- Send thank you notes quickly after receiving a gift
- Evaluate the gift and your relationship with the donor to decide what form of thank you is most appropriate
- Make your letter personal
- Use a size 12 font and a traditional, easy to read font like Times New Roman, Helvetica or Cambria
- Break your thoughts into paragraphs, they are easier to read than blocks of text
- Provide a return address, either by using a letterhead or including it in your letter
- When in doubt, send a note! Thank you letters are almost always appropriate

Letter Writing Format

Place your contact information on the top left hand corner of your letter. Only do this if you are comfortable sharing your information. Gifts are often anonymous and it's ok if you would like to remain anonymous as well. Place the date on the top right hand corner.

Leave a few spaces and then address your recipient. Most gifts are given anonymously, therefore addressing your letter to "The Donor of X gift" is appropriate.

The body of the letter should be constructed as such:

Begin by saying 'thank you'. Next, give some insight into what the gift means to you, what you will do with it. Try to give some personal details. This way the giver of the gift knows that you appreciate it and intend to put it to good use. Finally end your letter by saying 'thank you' again. It is important to end with a thanks.

To sign off on your letter, use a salutation. 'Cheers' or 'Best' are too casual for a thank you note. Use a closing with some sentiment such as 'sincerely' or 'kind regards'. Again, using your own personal style always works best, but keep in mind the purpose of the letter is to thank someone for a gift, so be respectful and professional. Finally, sign your name. It is best to use a real signature rather than a typed one, even if the letter will be delivered online. You can easily create an online signature using a number of different programs. There are options through Microsoft Office for Mac and PC. It is also possible to use any design program that allows you to 'paint'. There are also a number of online apps and programs that can help you create an online signature.