Tips for Writing a Thank You Letter

Congratulations!

The scholarship you have been awarded was made possible through a generous gift from an individual, family, foundation or corporation. Florida State University places a high priority on showing appreciation for these vital gifts.

With this in mind, we ask that you compose a letter to the donor thanking them for their generosity. Below are a few points that may be helpful to you as you write your thank you letter.

- Please type or neatly handwrite your letter and sign it in black or blue ink.
- Beware of grammatical errors; you communicate a great deal about yourself through correct spelling and proper use of grammar.
- Do not mention the amount of your scholarship award.
- Even though this is a “formal” letter, do not hesitate to let your own unique personality shine through.

Tell us about yourself

- Your hometown
- Family background
- High school or undergraduate experiences that led to your decision to study at FSU

Tell about your present situation

- Year in school and major (or area of study) at FSU
- Things you enjoy or look forward to at college
- Organizations in which you participate

Tell about your future plans

- What you hope to accomplish while at FSU
- Future career plans and how the scholarship has helped you

Once you complete your letter, please submit it to the designated person in your department.