WAYNE STATE UNIVERSITY

Office of Donor Relations

THANK YOU LETTER WRITING TIPS

CONTENT:

The content of your letter will remind donors of the importance of scholarship funding. It also will allow them to better understand the background of students who are benefiting from their funding. It is recommended that you include the following:

- Introduce yourself: Simply tell the donor who you are and which scholarship you have received. Include your course of study and anticipated year of graduation. Be sure to communicate your appreciation to the donor for their generosity.

- Tell about yourself: Let the donor know a little bit about you, including any brief background that might be relevant to the scholarship. Mention any awards you have received and your career goals. Write about the classes you are taking and give some insight into your progress.

- Talk about your school: Your benefactor has invested in you personally and in Wayne State University. Discuss your positive experiences at WSU. Why did you choose to come here? Identify special learning opportunities you may have.

- Say thanks again: **Be sure to sign the letter** and deliver it to the Office of Donor Relations. We will mail your letter directly to the donor.

FORMAT AND MECHANICS:

There are several formatting techniques that we ask you to consider when drafting your letter. The tips below will assure that letters are presented to the donors in a consistent manner:

- Please do **NOT** date your letter. Some donors give scholarships to several students, and we send all the thank you letters to them at one time.
- Use your donor's name in the salutation when appropriate. You will find your donor's name on the offer letter sent to you by the Office of Student Financial Aid. If you do not have this information or have multiple donors, please address your letter to "Wayne State University Scholarship Donor."
- Letters should be at least two paragraphs in length.
- Proofreading is very important. Be sure to use spell check and grammar check tools. It is always good to ask someone to proofread your letter.

While we have provided guidelines and letter templates, we encourage your creativity in this process. We ask that you please mail or deliver your letter directly to the contact below:

Office of Donor Relations
Attn: Jennifer Snowden
Wayne State University
5700 Cass Ave
Suite 1200
Detroit, MI 48202

Phone: (313) 577-9500
E-mail: wsuprivatescholarships@wayne.edu