



# Thank You 101

Below you will find helpful tips for writing the perfect thank you letter to your scholarship sponsor.

**1. Introduce Yourself.**

Tell the donor who you are and which scholarship you received. Be sure to include your area of concentration and anticipated graduation date.

**2. Tell about Yourself.**

Let the donor know a little bit about you by including any brief background information that might be relevant to the scholarship. Mention any awards you have received and your career goals. Write about your classes and give some insight into your progress.

**3. Talk about the Program.**

Your benefactor has invested in both 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.

**4. Say thanks again.**

Sign the letter and return it with your scholarship acceptance.

Upload your thank you letter with your scholarship acceptance form.

Only PDFs and Word documents will be accepted.



### Keeping up Appearances



Be mindful of the appearance of your letter. It should be properly formatted and personally signed.