THANK-YOU LETTER FORMATTTING GUIDE

Your name
Your address
Your city, state zip (format: Austin, TX 78712)

(one blank line)

Date (format: May 12, 2014)

(one blank line)

Donor name
Donor title (if applicable)
Donor address
Donor city, state zip

(one blank line)

Dear [salutation]*,

(one blank line)

Paragraph 1 is used to introduce yourself and state the purpose of the letter. Make sure you have reviewed the information listed at https://soa.utexas.edu/apply/student-funding/continuing-student-scholarships/scholarship-recipient-faq for examples of how to phrase your thanks.

(one blank line between all paragraphs)

In paragraphs 2 and 3, specifically discuss your academics and any of the following: career goals, activities, organizations, leadership roles. Helpful tips are listed at https://soa.utexas.edu/apply/student-funding/continuing-student-scholarships/thank-you-letters

(one blank line)

Paragraph 4 is used to conclude the letter and connect your activities (in paragraphs 2 and 3) to the support you are receiving.

(one blank line)

Sincerely,

(four blank lines)

sign your name

Your name, typed

*The proper name used for the salutation for your donor/honoree is listed with that person’s contact information on you Scholarship Info page.

(If you prefer, you can list your own address across the top, as if you were using personal letterhead, instead of listing it here.)

- Your letter should be 1 or 2 pages long
- Make sure that you review the two URLs listed above for important tips and information.