

## **TIPS FOR EFFECTIVE LETTER WRITING**

**Be conscientious of grammar and spelling.**

**Use available resources such as a dictionary and thesaurus.**

**Think carefully about what the scholarship means to you before you begin writing.  
Then capture this meaning in your written words.**

**Mention the name of the scholarship you received.**

**Be sincere in your expression of thanks.**

**Provide some information about yourself, including career plans and interests.**

**Organize what you want to say into three or more paragraphs-avoid writing one paragraph letters.**

**Avoid apologizing for not writing earlier.**

**Remember - even though the donor provides funding for scholarships, he or she cannot select the recipients; therefore, thank the donor for his or her support, but not for selecting you as a recipient for the scholarship.**

**Think and write creatively - avoid using repetitive phrases.**

**If you are handwriting your letter, write neatly and legibly.**

**Be sure to sign your letter.**

**Take time to proofread the letter for mistakes.**

**Be aware of the overall appearance of your letter – it should have adequate spacing and it should be easy to read.**

**Feel free to write to your donor again – he or she will enjoy hearing from you!**

## SAMPLE LETTER 1

**DO NOT COPY THIS LETTER VERBATIM - USE IT TO HELP DEVELOP  
YOUR OWN THOUGHTS!**

**BE SURE TO CHECK FOR GRAMMAR, CAPITALIZATION, AND PUNCTUATION!**

*Date*

Donor's Name

Street Address

City, State Zip

Dear Mr. or Mrs. Donor's Last Name,

I have recently received a letter from Auburn University informing me that I have been selected to receive the [put in the name of the scholarship that you are receiving] for the 2012-2013 academic year. I am writing you directly to tell you how much I appreciate this scholarship and how much your thoughtfulness means to me. This money will be used to support my [list your specific major] major at Auburn University.

I decided to study at Auburn University for several reasons [list your own reasons here].

Auburn is also considered one of the best buys for an excellent education. Further, from the first time I stepped on the campus for a visit, Auburn felt like home.

Best buy or not, I am concerned about the costs involved with attending Auburn University. However, because of your generous support of Auburn University, I am confident that I made the right decision.

Once again, thank you very much for your generous gift to Auburn University, to the College of Human Sciences, and to me. War Eagle!

Sincerely,

[Sign your name here]

## SAMPLE LETTER 2

**DO NOT COPY THIS LETTER VERBATIM - USE IT TO HELP DEVELOP YOUR OWN THOUGHTS!**

**BE SURE TO CHECK FOR GRAMMAR, CAPITALIZATION, AND PUNCTUATION!**

*Date*

Donor's Name

Street Address

City, State Zip

Dear Mr. or Mrs. Donor's Last Name,

I have recently received a letter from Auburn University informing me that I have been selected to receive the [put in the name of the scholarship that you are receiving] for the 2012-2013 academic year. I am writing you directly to tell you how much I appreciate this scholarship and how much your thoughtfulness means to me. This money will be used to support my [list your specific major] major in the College of Human Sciences at Auburn University.

Auburn University has been such a wonderful educational and social experience, and I feel that I have found my niche in the College of Human Sciences. Not only has it helped me to discover my calling, but it has also provided me with caring faculty and an excellent learning environment. I am willing to say that no other college on campus gives students as much personal attention and academic support as the College of Human Sciences.

As much as I love my college and my major, I am concerned about the costs involved with attending Auburn University. However, because of your generous support, you have helped my goals and dreams become reality. I am confident about my decision to attend Auburn University, and you can be confident that you made the right decision in choosing to help support Auburn and students like me.

Once again, thank you very much for your generous gift to Auburn University, to the College of Human Sciences, and to me. War Eagle!

Sincerely,

*[Sign your name here]*

### SAMPLE LETTER 3

**DO NOT COPY THIS LETTER VERBATIM - USE IT TO HELP DEVELOP  
YOUR OWN THOUGHTS!**

**BE SURE TO CHECK FOR GRAMMAR, CAPITALIZATION, AND PUNCTUATION!**

*Date*

Donor's Name

Street Address

City, State Zip

Dear Mr. or Mrs. Donor's Last Name,

I was recently named as a recipient of the [put in the name of the scholarship that you are receiving] Scholarship at Auburn University for the 2012-2013 academic year. I extend to you my sincere appreciation of your generous support of Auburn's College of Human Sciences and its students through your generous award. Support from people like you has enabled the College of Human Sciences to create a much richer and challenging educational experience for all of the students at Auburn University.

Your scholarship has been of great personal benefit to me as well. I am honored to be chosen for such a prestigious award among such tough competitors as my fellow students. I have worked and studied hard during my career at Auburn, and I am thrilled to see my hard work pay off so richly. The money from your scholarship has opened up some new doors for me. As a rising [list your class level], I am currently scheduled to graduate from Auburn with a degree in [list your major].

Once again, I express to you my sincere appreciation of your generosity in establishing the [state the name of the scholarship] Scholarship. Your award has made an incredible impact on my educational experience and on my life in general, an impact which will continue to last long after I have completed my studies at Auburn. Without help from donors like you, students like myself may never be able to realize their dreams to the fullest extent. I only hope that one day I can do the same.

Sincerely,

*[Sign your name here]*

## SAMPLE LETTER 4

**DO NOT COPY THIS LETTER VERBATIM - USE IT TO HELP DEVELOP YOUR OWN THOUGHTS!**

**BE SURE TO CHECK FOR GRAMMAR, CAPITALIZATION, AND PUNCTUATION!**

*Date*

Donor's Name

Street Address

City, State Zip

Dear Mr. or Mrs. Donor's Last Name,

I have recently been informed that I have received the [put in the name of the scholarship that you are receiving] Scholarship for the 2012-2013 academic year. Thank you for showing your support for Auburn University and the College of Human Sciences in making this scholarship available. Your support for the University and its students is a gracious showing of generosity and helps to make Auburn great. I have found since I've started school at Auburn that it is the people associated with this University that truly are its strongest asset.

I am currently at the [FR/SO/JR/SR] level of my college years. My curriculum in [enter your major] has proved challenging, yet rewarding at the same time. I am looking forward to the rest of my school, mainly because I will finally be exposed to more \_\_\_\_\_. I feel like the first [one/two/three/four] year(s) have only been preparation for what lies ahead. I know your support with this scholarship will help to keep my focus on my education, inside and outside of Auburn. I have become more active and interested in the College of Human Sciences since starting at Auburn, and feel I have made the right choice in pursuing \_\_\_\_\_ as my career. I have the desire to learn as much about [enter your major] as possible while I am here and hopefully continuing my education into wherever my career in leads me.

Thank you again for your support of the College of Human Sciences and Auburn University. I can assure you that your generosity is appreciated and you are yet another example of how people truly make Auburn great. I can only hope that one day I will have the opportunity to give something back to Auburn and its great and \_\_\_\_\_ programs as you have done.

Sincerely,  
[Sign your name here]