

Don't forget to Thank Your Donor!

Please return your handwritten letter to
.....

Letter Guidelines:

- Letters should be one page in length.
- Check spelling and grammar!
- Address the letter to the donor, whose name should have been provided to you. If you do not know the name of your donor, please ask your college or department! Do not assume that it is the same as the scholarship title (especially if it is a memorial fund).
- If the names of your donors are joined by "and" you can assume that they are within the same household and will only need one letter. For example, Marshall and Lily will receive one letter. Robin, Ted, Barney will need three separate letters addressed individually.
- DO NOT include the \$ amount of your scholarship in the letter. Thank your donor for their support, not their money.
- Please make your letter relevant to your K-State experience.

Formatting guidelines and topic ideas:

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|--|-------------|
| 123 Your Street City, State ZIP | [2 Returns] |
| DO NOT INCLUDE A DATE | [1 Return] |
| NAME OF SCHOLARSHIP | [2 Returns] |
| Dear [Insert donor names], [DO NOT WRITE "Dear Donor,"] | [1 Return] |
| Paragraph 1: Thank your donor for their support. Explain why it is important to you. Explain your major and why you chose it. | [1 Return] |
| Paragraph 2: Include GPA and classification. Talk about: <ul style="list-style-type: none">• Hometown• Interests and extracurricular activities• Family• Why you chose to attend K-State | [1 Return] |
| Paragraph 3: List information about education: <ul style="list-style-type: none">• Career goals & anticipated graduation date• Honors and awards you have received• Classes you have taken or are excited to take | [1 Return] |
| Thank your donor again for their support. Sincerely, | |
| Sign your name here | [4 Returns] |
| Type your name here! | |

Use 1-inch margins on all sides and do not exceed one page.

It is important to show sincere appreciation for donors' generosity!