

Scholarship Thank You Letters

Scholarships available at Oregon State University and to the College of Public Health Human Sciences are made possible by contributions from generous donors who have expressed their belief in the importance of a college education and wish to invest in your future. A letter of gratitude may be the key to continued support of extraordinary students like you and donors would appreciate knowing about you, the impact their generosity has on your education, as well as your future goals that are supported by the funding that you are receiving.

Tips

- Letters may be typed or handwritten and limited to one page.
- Check spelling and grammar, an important detail on an academic award.
- Be genuine and sincere.
- Begin with a salutation (example: Dear Donor); there are often multiple donors to scholarships/fellowships.
- Include details about yourself. Examples:
 - Major/s of study and involvement on- or off-campus
 - Hometown or family background
 - Experiences or life situations that led you to pursue a major in the College of Public Health and Human Sciences
 - Goals of what you hope to accomplish as a student or plans after graduation – continued education or career aspirations
 - What have scholarships meant for you and your experience at OSU
 - Your mailing and email addresses so that your donor can write back to you (if you are comfortable with that)

While letters should be professional in manner (please no clip art or photos), do not hesitate to show your enthusiasm and appreciation. If you have questions or need help composing, please do not hesitate to ask, look online or visit the Writing Center on campus.