



## **Thank You Letter Requirements & Writing Tips**

Most of the scholarships through the Lake Area Technical Institute Foundation are made possible by contributions from generous donors who want to invest in the future of our students while demonstrating their belief in the importance of an education.

Your thank you letter is an opportunity for you to show your donor you are the kind of student they can be proud to support.

Hearing from scholarship recipients is very meaningful to donors or their living relatives. It gives them an opportunity to obtain a glimpse of how their gift will make a difference in the life of a student. Your words encourage the donor to continue supporting other students like you.

### **Requirements:**

- The letter must be typed (and may be placed in a thank you card).
- The letter must be signed with your original handwritten signature.
- The letter must be addressed to the appropriate person or committee as indicated in your award letter.
- If you receive multiple scholarships, you must write individual thank you letters to each donor.
- Fax or e-mail submissions will not be accepted.

### **Writing Tips:**

Include some of the following topics in your letter as you thank the donor for the scholarship.

#### ***Tell about yourself:***

- Your hometown
- Family background
- High school and other experiences that led to your choice of study at LATI

#### ***Tell about your present situation:***

- Describe how the scholarship will help you meet your educational goals
- Share things you enjoy about college
- List organizations in which you participate
- Internships in which you participate or plan to participate
- Extracurricular activities on campus and/or within your community

#### ***Tell about your future plans:***

- What you look forward to at LATI and after you graduate
- What you hope to accomplish while at LATI
- Your career plans

Pay careful attention to grammar, spelling, and organization of your letter. Good grammar provides clarity and correct spelling communicates your attention to detail.

Use the “spell check” function in your word processing software.

Set your work aside for awhile, then read the letter again, aloud. And have someone else proofread it.