



## Thank You Letter Requirements & Writing Tips

Most of the scholarships through the Lake Area Technical College 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 uploaded to the scholarship site.
- The letter must be addressed to the company, appropriate person or committee. (Any questions, contact the LATC Foundation Office)
- If you receive multiple scholarships, you must write individual thank you letters to each donor.

### 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 LATC

#### ***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 LATC and after you graduate
- What you hope to accomplish while at LATC
- 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 a while, and then read the letter again, aloud. In addition, have someone else proofread it.