

CALS outline for a great thank-you note:

What makes a good thank you note? We have gathered some guidelines from some of our best letters to donors, and condensed it down to the following items. **PLEASE NOTE THAT THE ITEMS IN BOLD RED ARE REQUIRED.** Your thank you letter will be screened for content and quality and returned for edits if necessary. Your letter may be typed or handwritten on card stock, stationary, or plain paper - its up to you and your preferences. Don't delay, your letter is due 2 weeks after you accept your award. It is optional, but some students include a photo, as it adds a nice personal touch to your letter.

1. GREETING

Specific formal salutation(s) here. Your specific donor name is found highlighted in your on-line award offer.

2. START WITH A THANK YOU & TELL THEM ABOUT YOU

Thank them and let them know who you are, mention the award by name, tell them where your from, and bit about you.

3. TELL THEM ABOUT YOUR STUDIES AND GOALS

What are you studying? Why did you pick it? What do you plan to do with your degree? What do you like about campus? Are you in extracurricular activities? Let your donor know about the background that led to your earning this scholarship and how you plan to use it.

4. THANK THEM AGAIN

Emphasizes the difference this award makes for you and your ability to receive an education.

5. CLOSING

Sign off formally and hand sign with an ink pen. Type your name underneath the signature.

Dear Mr. and Mrs. Smith,

*Start out by thanking the donor(s) for the scholarship. Use the **name of the scholarship** but do not use the amount. Tell the donor **your name, where you are from, and where you went to high school.** You can also add some information about your family.*

*In the second paragraph, talk about your academic interests. **What is your major/intended major, and why did you pick it?** What research are you conducting? Who is your inspiration?*

*In the third paragraph explain what excites you about UW-Madison. **Why did you choose UW-Madison?** If you already attend UW, write about a favorite course or professor. How do you spend your time? What is your favorite place on campus?*

In the fourth paragraph you can share your activities, service work and hobbies. What organizations do you belong to? What makes your story unique?

***Your closing paragraph should emphasize how the scholarship helps you.** Does it make the difference in your ability to attend? Can you work a little less and take advantage of other opportunities? Does this make a critical difference to your family? Does it encourage you to achieve and succeed? Please use your own words! End the paragraph by thanking the donor again.*

*Sincerely,
Your Name*

Make a copy and mail or bring the original and copy to:

CALS Scholarships 116 Ag Hall 1450 Linden Drive Madison, WI 53706

We will mail your thank you letter to the donor for you; no envelopes or stamps are needed.