"How to Write a Thank You"

As part of receiving undergraduate student funding, you will be expected to write a thank you letter to the donor of your award. In order to make this process meaningful and consistent, we have created some guidelines and helpful hints on what makes a good thank you letter. We will be sharing your thank you letter with the generous donor(s) of the funding you received to provide a meaningful and personal stewardship touch.

FORMAL SALUTATION

Make certain to use the donor's formal salutation and current date. Their name* will be highlighted in your offer letter.

* *If the donor of your scholarship is not living, we may use your letter to thank a living donor who has made a planned gift to an engineering scholarship that will be created upon their passing.*

PARAGRAPH #1
START WITH A THANK YOU & TELL THEM ABOUT YOU
Begin the letter by thanking the donor for your award. The fund name should be written out in full but **DO NOT** include the amount you received. Include in this paragraph your name, where you're from, and why you chose the UW for your undergraduate studies.

PARAGRAPH #2
TELL THEM ABOUT YOURSELF: YOUR INTERESTS, STUDIES AND GOALS. WHAT EXCITES YOU ABOUT UW? WHAT MAKES YOUR STORY UNIQUE?
Take this opportunity to discuss your major (if selected), academic interests, who inspires you, etc., while remembering your audience. Use this opportunity to write about your favorite course, a transformative professor, best spot on campus, etc. Share with them recent accomplishments: papers you've written, conferences you've attended, labs you're involved in, etc. Let them know what you're planning for the upcoming year. If you are graduating, be sure to discuss your future plans or job prospects.

PARAGRAPH #3
THANK THEM AGAIN
Emphasize the difference this award makes for you and your ability to receive an education. How has this helped you? Can you work less and take advantage of other educational opportunities? Does this make a critical difference to your family? Does it encourage you to achieve, succeed and understand the power of "paying it forward"? Then conclude by thanking them again for their generosity and support of undergraduate student education.

CLOSING
Use a formal sign off with a handwritten signature. Type your name underneath your handwritten signature.

Deliver the thank you letter to: Please upload the letter in WiSH through your profile. More instructions can be found here.

Your thank you letter and photo will be screened for content and quality and returned for edits if necessary. We will mail your thank you letter to the donor for you; no envelopes or stamps are needed.

If you have overall questions, please contact Katrina Olson in the Electrical and Computer Engineering Department, 608-263-3468}, or katrina.olson@wisc.edu

DEADLINE TO COMPLETE THANK YOU: Friday, August 9th 2020

Date

Donor Name
Street Address
City, State Zip code

Dear Mr. and Ms. Last name,

Thank them and let them know who you are, where you're from, a bit about you/your background. Mention and write out the full name of the fund.

Why did you pick the UW? What are you studying? Why did you pick that field of study? What do you plan to do with your degree? Who is your inspiration? What has been your favorite part of your education? Share a story that a family member would like to hear about your experience thus far.

Emphasize how this scholarship is helping or has helped you. How has it made a difference in your educational experience and ability to attend the UW? Does it encourage you to achieve, succeed and understand the power of "paying it forward"? How has the award influenced you and your journey?

Conclude by thanking them again for their generosity and support of undergraduate student education.

Sincerely,

Handwritten signature

Your Name