

Scholarship Thank You Letters

When you write your thank you letter, it is important to remember that you are representing yourself as well as the Wayne State University School of Medicine. The recipient of your thank you letter will appreciate the time and effort it took to produce an attractive, well-written letter. **Many of our donors are alumni and they are interested in your experience.**

Thank you for taking the time to do this well.

- Typed letters are preferred, but if your penmanship is neat, you may hand-write your letter.
- Use quality paper or stationary. Think résumé-quality paper.
- A thank you card is not appropriate.
- Be sincere. Briefly state why the scholarship is important to you.
- If you have previously received the same scholarship, mention that in your letter.
- **Express gratitude.** Use the words ***thank you***.
- Tell the donor about your **achievements, activities and goals**.
- If known, mention your targeted specialty
- Communicate why you chose Wayne State University School of Medicine.
- Be accurate. We all occasionally make errors. Have someone you trust check your letter for correct spelling and grammar.

If you have any questions please contact Tim Strzalkowski at 313-577-6362 or email to tstrzalk@med.wayne.edu

When complete, please mail, or drop off, your letter to the Wayne State University School of Medicine, Development and Alumni Affairs Office.

**Wayne State University School of Medicine
Development and Alumni Affairs
Attn: Donor Stewardship
540 E. Canfield, 1369 Scott Hall
Detroit, MI 48201**

This is an outline of how your letter should be structured.

Today's Date

Donor contact name
(will be provided)

Name of scholarship

Dear Donor,

[Paragraph 1]

Start by thanking the donor for your scholarship. Name the scholarship. Let your donor know how grateful you are to receive their support and how the scholarship is helping you.

[Paragraph 2]

In this paragraph, you should tell the donor about yourself. For example, where you are from, a little about your educational background before entering WSU SOM, and some activities you are currently involved in.

[Paragraph 3]

Next, you should tell the donor why you chose WSU SOM, why you chose medicine and what your plans are for the future. For example: employment goals & plans, special opportunities, medical specialty (if known) and long-range career goals.

[Closing paragraph]

Then thank the donor again, letting them know how much the scholarship is valued.

Sincerely,

Your Signature

Your Typed Name