

Parts of a Letter

Dateline - The date is the month (spelled out), day, and year.

Letter Address - The complete address of the recipient of the letter. The letter address usually includes the personal title (Mr., Mrs. etc.), first and last name followed by the company name, street address, city, province, and postal code. Press *Enter* twice after letter address.

Salutation - The word *Dear* followed by the personal title and last name of the recipient (*Dear Mr. Smith*). Press *Enter* twice after the salutation.

Body - The text that makes up the message of the letter. Single-space the paragraphs and double-space between the paragraphs. Press *Enter* twice after the last paragraph.

Complimentary closing - A phrase used to end a letter. Capitalize only the first letter. If there is a colon after the salutation, there must be a comma after the complimentary close.

Name and title of writer - Type the first and last name of the sender. The sender's personal title (Mr., Ms., Dr., etc) should be included.

Sample

[Today's Date]

[Your Name]

[Street Address]

[City, ST Zip]

[Name of Donor]

C/O

ECC Foundation

Room 110

121 Ellicott St

Buffalo, NY 14203

Re: [Name of Scholarship]

Dear [Name of Donor]:

[Body of letter]

Sincerely,

[Sign here]

[Your Name]

How to Write a Donor Thank You Letter

Convey your intent from the beginning. Use the same form of address that you would if you were speaking to the person, for instance "Dear Ms. Cathcart." If the person is a doctor, professor, government official or military service member, spell out his or her full title, such as "Dear Doctor Barnes," or "Dear Corporal Smith."

Use your own words to say why you are sending the note for the scholarship the donor has provided. While it is easier to start with "I would like to thank you for...", it is more gracious *not* to start with the words "thank you." If you can put your thanks into the body of the letter, it will sound more natural and less like fulfilling a duty. For example, "You have been such a good supporter of (students like me, my program [name the program], etc.)."

Explain how you will benefit from the scholarship. Because you are receiving a scholarship award, it is good to let your donor know how this gift will positively affect you, such as your ability to do well in school since you will have less financial worry, or how it will prepare you for continued education, or entering the workforce.

Optional: Finish your letter by mentioning if you want to contact or talk to the donor again soon. Some scholars have found it beneficial to keep in contact with the donor after meeting at the lunch. Donors can sometimes provide insights into your field of study which could lead to opportunities in your educational journey or career development.

Chose a closing that matches the occasion. "Sincerely yours" and "Cordially" are formal and can be used when thanking donors you probably don't know well.

***** Be sure to sign your letter *****