



## Scholarship Thank-you Letter Guidelines and Tips

Thank-you letters are strongly encouraged when accepting a scholarship at the David Geffen School of Medicine at UCLA. A thank-you letter should be sincere, express appreciation, and the tone should be pleasant.

Donors appreciate receiving a thank-you letter, and want to know they are making a difference. Your thank-you letter assists in encouraging a donor to renew their contribution to a scholarship.

The following is a guide to help you write your thank-you letter; they are not restrictions on how to write it. The most important things are to be sincere, and ensure the names of the donors and the scholarship are correctly written. The Health Sciences Development office will share your letter with the donor(s).

### Ideas for what to include in your letter

- Educational background (program you are attending and your year)
- What inspired you to become a physician and to attend the David Geffen School of Medicine at UCLA?
- Express appreciation for the scholarship that you received and explain how it has shaped your medical school career. For example, has it enabled you to pursue activities you otherwise would not have, or relieve concerns about debt?
- If the scholarship has certain specifications, i.e. "first-generation," "interest in Family Medicine", reference that aspect, i.e. "As a first-generation college student with an interest in Family Medicine..."
- Describe your accomplishments, achievements, and extracurricular activities (awards, prizes, publications, research, poster sessions, global health experiences, community service)
- Describe your goals and aspirations (your future plans - both immediate and long term; include specialty you wish to pursue, especially if you are a 3<sup>rd</sup> or 4<sup>th</sup> year student)

### Tips on writing your letter

- Address your letter to: (***Donor contact name, given to you by the Financial Aid Office***)
- Remember that the donor did not select you as the recipient, but provided the funds for the scholarship, i.e. "Thank you for making the Smith Family Scholarship possible..."
- DO NOT include the date that your letter was written. These will be sent throughout the year and it may be some time before the donor receives it.

- Your thank you letter can be handwritten or typed. Either is acceptable, however if handwritten it must be neat and legible.
- The use of a thank you card, personal stationery or plain stationery is acceptable. The Financial Aid Office has cards available for your use if desired.
- If sending a typed thank you, send as a Word document, not .pdf
- Be concise in your letter, but sincere.
- Use the full and correct school name: **David Geffen School of Medicine at UCLA (not DGSOM)**
- Be sure the name of the scholarship and the name of the donor are spelled correctly.
- If the letter is to be addressed to the person the scholarship honors (not the donor themselves), phrase your thanks in an appropriate way. For example, "I appreciate receiving this award, which was established in your honor/in honor of XXX..." **The Financial Aid Office will let you know if this is the case.**
- It is not necessary to include the amount of your award in the letter.
- Make sure that you sign your letter; electronic signatures are acceptable. Please include your class year: Joe Bruin, Class of 2018
- Make sure that, upon final inspection, your letter has a neat appearance.
- Check all spelling and grammar after you have completed your letter.