



## Scholarship Thank-you Letter Guidelines and Tips

Thank-you letters are a requirement of accepting a scholarship at the David Geffen School of Medicine at UCLA. A thank-you letter should be sincere, expressing appreciation without excessive flattery. 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 your letter. The most important thing is to be sincere.

### Things to be included in your letter

- Educational Background (your year in the program)
- Why is the program at DGSOM important to you?
- Accomplishments/Achievements (awards, prizes, publications, research, poster session while in the program)
- Extracurricular Activities (relevant extra curricular or community service work)
- 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)
- Mention your appreciation for the scholarship that you received
- Remember that the donor did not select you as the recipient, but provided the funds for the scholarship, i.e. "Thanks for making the Smith Family Scholarship possible....."

### Tips on writing your letter

- Address your letter to: (***Donor contact name, given to you by the Financial Aid Office***)
- 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 stationary or plain stationary is acceptable.
- Be concise in your letter, but sincere.
- State what the thank-you is for by using the full and correct scholarship name and donor contact name provided in your award letter. Be sure the name of the Scholarship, and the name of the donor are spelled correctly.
- It is not necessary to include the amount of your award in the letter.
- Make sure that you sign your letter.
- Make sure that, upon final inspection, your letter has a neat appearance.
- Check all spelling and grammar after you have completed your letter.

## Sample Letter

*September 11, 2011*

*Mary Smith  
Smith Family Scholarship  
C/O DGSOM Scholarships  
12-109 Center for the Health Sciences  
Los Angeles, CA 90095-7020*

*Dear Ms. Smith:*

*As a recipient of the Smith Family Scholarship, I would like to express my sincere appreciation for your support of the David Geffen School of Medicine and its students.*

*I am just beginning the second-year course curriculum. Studying at UCLA has been a joy and a privilege. My experiences during the first year have surpassed my expectations at every step. (If you can cite an example, it would make a good letter, great.) Outside the classroom, I volunteer with the student-run homeless clinics and represent the Class on the Medical Alumni Association Board of Directors.*

*Through your generous support, it is possible for me to continue to achieve my educational and career goals*

*Sincerely,*

*Joe Bruin, Class of 2014*