

SCHOLARSHIP THANK YOU LETTER STYLE GUIDE

You have been asked to write a thank you letter to the donor or representative behind a scholarship that you have been awarded this year. Many scholarships awarded through Occidental's Office of Financial Aid are made possible through the generosity of alumni, parents, friends, foundations, faculty, and staff who want to invest in the future of students like you and who are committed to Oxy's mission of access and opportunity.

Hearing from students and receiving a personal, thoughtful note from a student can be so special and meaningful to donors and lets them know that their scholarship is making a difference.

A well-written thank you also gives you an opportunity to not just recognize support received, but to share a bit about you. Why did you choose Oxy? What are you studying? How do you hope to develop in your chosen profession? Saying "thanks" for the support you receive should be a fun process, and a way to showcase you and your wonderful accomplishments.

Your letter becomes an important connection back to a person, family, or organization who wants to see Occidental's students succeed. Your letter also reminds them why they gave in the first place and often aids in growing relationships with the donor and Oxy that can last for decades.

GUIDELINES FOR WRITING YOUR LETTER – PLEASE READ THIS SECTION CAREFULLY

1. Your letter should be typed on 1 page of letter-sized paper. No cards, please.
2. Date your letter.
3. Include a salutation, using the recipient's formal title (e.g., Mr., Ms., Dr.) as noted on your offer letter.
4. Thank the donor and include the entire full name of the scholarship (do not abbreviate).
5. In the next two or three paragraphs, talk about your interests and activities, your experience at Oxy, your career plans as well as any other future plans (for next summer or beyond your time at Oxy).
6. Be yourself. Be sincere, and share what being a student at Oxy means to you and/or how this scholarship will benefit you.
7. Proofread carefully. Please check your spelling and grammar, **especially the spelling of the donor's name and scholarship name!** We want our donors to know that our students are top-notch—because they are!
8. Sign your name at the end. **This must be a wet signature, not a typed signature.**

HELPFUL INFORMATION

As you compose your letter, please make note of the following information:

- The donor has not chosen the specific recipients of the award (the Office of Financial Aid does this). The donor has set up the fund to benefit students through need-based aid.
- In providing your biographical information and thank you letter(s), you are also giving Occidental College permission to publish the contents contained in the letter, or any portion thereof, without restriction for any purpose reasonably related to the advancement of the College's interests.

PLEASE TURN IN COMPLETED LETTERS TO THE OFFICE OF FINANCIAL AID VIA EMAIL AT FINAID@OXY.EDU

If you have any questions regarding the above information, please contact the Office of Donor Relations by emailing donorrelations@oxy.edu or calling 323.259.2600.