THANK YOU LETTER TIPS

We know it isn’t easy to write a thank you letter to someone you don’t know. That is why we have prepared these “thoughtful points” to help you create a true letter of gratitude.

1. **Use the Benefactor’s Name in the salutation.**
   We provided you with their names. Review the list of scholarships on the website for more information.
   a. Dear Mr. and Mrs. Donor

2. **Use the name of the donor named scholarship.**
   We provided you with the name. Review the list of scholarships on the website for more information.
   a. The Donor Family Scholarship

3. **Academic Information** can be included.
   a. Let them know what year you are.
   b. What school you attend.
   c. What you selected as your major and why.

4. **Tell your story.** Your story is what the benefactors want to read.
   a. Describe what it was like growing up in your family.
   b. Where did you grow up?
   c. Do you have brothers and sisters?
   d. Did someone in your family attend the University of Hartford?
   e. Why did you choose to earn your degree at the University of Hartford?
   f. What clubs or organizations do you find interesting?
   g. Are you involved in Athletics? What role do you play?
   h. Do you have a favorite professor?
   i. Do you have a favorite class?
   j. Do you plan on getting a job after you graduate or do you want to continue your education?
   k. Have you received any academic awards or honors?
   l. Do you volunteer? Let them know why you choose to volunteer.
   m. Did you do an internship or study abroad?

5. **Most importantly – say “thank you” and write from your heart.**

Questions? Call or email Patty Mahon at 860.768.2414 or mahon@hartford.edu