



## Occidental College Scholarship Thank You Letter Style Guide

You have been asked to write a thank you letter to the donor or representative of the scholarship you've been awarded this year. Many donors increase their contributions when they know the gifts have a positive impact on the lives of others; a warm, personal thank you letter can be effective to this end. With each thank you letter, we improve Occidental's opportunity to secure additional funding and to ensure that future students will receive the support they deserve.

***Please follow the below guidelines when writing your letter:***

- Date your letter.
- Your letter should be typed or legibly hand-written on 1 page of letter-sized paper. No cards, please.
- Include a salutation, using the recipient's formal name (i.e. Mr., Ms., Dr., etc.)
- Thank the donor and include the entire proper name of the award you've received in the first paragraph.
- In the next two or three paragraphs, tell the donor about your interests and activities, your experience at Oxy, and any future plans (for the summer or for beyond your time at Oxy).
- Remember to thank to the donor and explain why their assistance means so much to you.
- Sign your name at the end.

As you compose your letter, please note that the donor has not chosen the specific recipients of the award (the Financial Aid office does this). The donor has set up the fund to benefit students through need-based aid.

Please check your spelling and grammar! Remember that this letter is a reflection on all Oxy students. We want our donors to know that our students are top-notch—because they are!

***In providing this thank you letter, 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 FINANCIAL AID.**

If you have any questions, feel free to contact:

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