

## Thank You Letters

Nothing is appreciated more than a kind letter of thanks! Part of the scholarship you received was made possible through the generosity of some of our donors, alumni, friends and others. These individuals have a special connection to AU and its students and are curious to learn more about the individuals who are benefitting from their generosity.

As scholarship recipients you are required to submit a signed thank you letter to the Office of Development prior to the release of the scholarship funds to your account. **No envelope or stamp is required.** The Office of Development will mail the thank you letters to the donors with a cover letter.

Below are some helpful hints and suggestions to assist you:

### Thank You Letter Format:

- Letters must be typed. Handwritten notes or cards will **not** be accepted
- Address the letter to “Dear Friend”
- Please include your return address, phone number, and e-mail address on the letter so the donor can write you if she/he chooses to do so.
- Mention by name the scholarship you received

### Thank you Letter Content Ideas:

- Tell the donor about yourself
  - Your hometown
  - Family background
  - Experiences that led you to Andrews
  - Classification and major
- Talk about your experience so far at Andrews
  - Organizations you are involved with
  - Internships you’ve held
  - Faculty or staff who have impacted your life
- Tell the donor about your future plans
  - Additional things you want to do while at Andrews
  - Future career plans
- Thank the donor for investing in your Andrews experience
- Talk about what an Adventist Christian education means to you

Please email your thank you letter as an attachment to [development@andrews.edu](mailto:development@andrews.edu) and be sure to include your ID# in the email (not the letter itself). If you have questions you can call ext 3124 or email the address above. Letters can also be dropped off at the Office of Development in the Administration building, room 303.

Thank you for helping us keep our donors, alumni, and friends connected to Andrews.