

TIPS FOR THANK YOU LETTERS!!!

No spelling errors.

No grammar errors.

Write an appropriate salutation.

Identify the scholarship you received and the amount you were awarded.

Include the following in your letter: classification, major/minor, hometown, Purdue activities, high school activities for incoming freshman, special interest, your future plans, family history and most importantly, what the scholarship means to you personally.

Sign the thank you letter.

Following these tips will show the donor that you truly care about their generous donation, which will help make your college education a reality.

You may choose to write or type your thank you letter.