



THANK YOU LETTER OUTLINE

Instructions:

- Letter must be typed on an 8 ½” x 11” sheet of paper.
- Letter cannot be emailed
- Letter must be at least one page in length
- Letter must be single spaced
- Letter must be *signed*
- Do not *date* your letter
- Do not *fold* your letter.
- Make sure to proof read your letter
- The following format should be used:

Outline:

Name of Scholarship (The name of your scholarship should be listed at the top of your letter. You may find this information on your Financial Aid Award Letter)

Dear: Name of Donor: (Your letter must be appropriately addressed. You may find this information on your Financial Aid Award Letter)

First Paragraph: Thank the Trustees for the grant and express how and why it has benefited you.

Second Paragraph: Tell the Trustees some details about yourself, such as your field of study, grade level, career goals, involvement in school or community activities, and the importance of an Immaculata University education, etc.

Final Paragraph: Thank the Trustees again.

Sincerely,

(Sign Your Name)

Type your name

Type your Immaculata ID Number

Letters submitted that do not follow the appropriate format, or with grammatical/spelling errors will need to be rewritten!