Thanking Your Scholarship Supporter

The Scholarships you have received are due to the generosity of alumni and friends of the College of Business Administration. They have provided the funding for your scholarships. It is therefore very important that you thank your donor(s) for the financial support that their contribution provides you.

Instructions:

In the e-mail that you received informing you about the scholarships, there is one or more contact names for your scholarship. You should write a separate letter of thanks to each donor, using the following rules: (Do NOT address your letter as “Dear Donor”)

- If there is only one contact name (e.g. Joe Smith), you should address your letter to Joe Smith, and only one letter is needed.
- If there are two names joined with an “and” (e.g. John and Mary Brown), you should address your letter to John and Mary Brown, and only one letter is needed.
- If there are two names separated by a comma (e.g. Joe Brown, Emily Smith), you should write two separate letters, one addressed to Joe Brown and the other to Emily Smith.
- You may also find the following contact names as an example: John White and Mary Brown, Emily Smith. In this case, you should write one letter to John White and Mary Brown and a separate letter addressed to Emily Smith.

Remember to sign your letter! Do NOT e-mail the letters. Send printed, signed letters to the following address:

CBA Scholarship Committee
Office of Student Services
College of Business Administration
Kansas State University
110 Calvin Hall
Manhattan, KS 66506

The CBA Scholarship Committee will make sure your letters get to the donors.

Thank you letters should be mailed to the above address no later than July 6, 2016.

Please see the next page for further instructions on writing your thank you letters.
Don’t forget to **Thank** Your Donor!

Please return your **thank you** letter to your college or department.

**Letter Guidelines:**

- Letters should be one page in length.
- Check spelling and grammar!
- Address the letter to the donor, whose name should have been provided to you. If you do not know the name of your donor, please ask your college or department! Do not assume that it is the same as the scholarship title (especially if it is a memorial fund).
- If the names of your donors are joined by “and” you can assume that they are within the same household and will only need one letter. For example, Marshall and Lily will receive one letter. Robin, Ted, Barney will need three separate letters addressed individually.
- **DO NOT** include the $ amount of your scholarship in the letter. Thank your donor for their support, not their money.
- Please make your letter relevant to your K-State experience.

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<th>Formatting guidelines and topic ideas:</th>
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123 Your Street  
City, State ZIP  

**DO NOT INCLUDE A DATE**

NAME OF SCHOLARSHIP

Dear [Insert donor names]. [DO NOT WRITE “Dear Donor.”]

**Paragraph 1:** Thank your donor for their support. Explain why it is important to you. Explain your major and why you chose it.

**Paragraph 2:** Include GPA and classification. Talk about:
- Hometown
- Interests and extracurricular activities
- Family
- Why you chose to attend K-State

**Paragraph 3:** List information about education:
- Career goals & anticipated graduation date
- Honors and awards you have received
- Classes you have taken or are excited to take

Thank your donor again for their support. Sincerely,

**Sign** your name here

**Type** your name here!

Use 1-inch margins on all sides and do not exceed one page.

It is important to show sincere appreciation for donors’ generosity!