Scholarship thank-you letter tips and guidelines

Please write a separate letter to each scholarship representative listed in the email you received from Betsy Reed.

Please use formal salutations (Dear Mr./Mrs./Ms./Dr. LAST NAME). Example: Dear Ms. Smith.

Please note that the person(s) you are writing to may or may not be the actual donors of the scholarship—in some cases you may be writing to the family members or the scholarship’s honoree. The contacts you are writing to were not involved in the selection process of your scholarships. As such, please word your note so you are expressing gratitude for the scholarship (use the name of the scholarship), rather than their donation or your selection for the scholarship. For example “I am grateful to receive the “Scholarship Name,” as opposed to “Thank you for Scholarship Name.”

In addition to expressing your appreciation for receiving your scholarship, please include some of the following information about yourself in your letter(s):

- Your name and class year
- Your hometown/any background information about yourself you would like to share
- Your undergraduate major and any work experience, if appropriate
- How this scholarship support has impacted your education and/or Willamette experience
- Clubs/extra-curricular activities in which you are involved
- Your career aspirations

Tips: Grammar and spelling are very important. Please double-check both. Please also avoid slang, abbreviations, etc. Please do not date your letters.

Once finished, return your note(s) by Friday, 9/30 to:

Betsy Reed, Associate Dean and Director of Admission
Willamette University MBA
Atkinson Graduate School of Management, Mudd 102
Salem, OR 97301

Questions can be sent to Betsy via email ereed@willamette.edu or she can be reached by telephone at 503-370-6094.