

## Writing Thank You Letters or Cards Pointers to Keep in Mind

Take great care in writing your thank you letters and notes & and be **PROMPT!**

### Greeting:

- Keep it formal if it is a scholarship from an organization, foundation or business.
  - If you have a contact name, but the scholarship was given by an organization or foundation, be sure to include the name of that organization or foundation as well as the name of the contact or representative of the group.
- If it is a graduation gift, use the form of address normally used by you for this individual.
- Examples:
  - Dear Mr. White and the Kalispell Sunriser Lions Club:
    - (note the : colon for a formal greeting)
  - Dear Aunt Betty,
    - (note the comma for a familiar greeting)
- Be sure to spell correctly all the names!

### Body:

- Begin with a simple opening thanking the person or organization for the gift.
- Mention details about the gift – where you were awarded the gift (if the scholarship is given at more than one of the area high schools be sure that you mention the FHS Senior Awards Ceremony, for example); perhaps how honored you feel receiving the scholarship because of how the scholarship was established; how hard the organization worked to raise the funds for the scholarship; what the organization stands for and why the scholarship is therefore meaningful to you; what it means to receive a scholarship that is a memorial to an individual that you didn't know, but who had qualities that you hope to live up to; why the alumni honor from your grade school is so special because of your wonderful memories of that school; etc.
- Tell to what the scholarship or gift will applied – what college you will attend; what you will study; what your ultimate career goals are; how your debt will be reduced by receiving this award; etc.
- Close by again expressing your gratitude and assuring the person or organization that you will live up to the faith placed in you by being chosen to receive this award.

### Valediction:

- You have a number of options, but you need to select the one that best fits the relationship that you have with the person or organization to whom the thank you note is addressed.
  - More formal relationships might use "Sincerely", "Yours Truly", "With Deep Appreciation" . . .
  - More personal relationships should use a more personal valediction such as "Love", "As always", .....

### Signature:

- Make sure you use both your first and last name for more formal relationships.
- Use the name by which you are called by the person for more personal gifts.

### Your Address:

- Make sure that your return address is available to the person or organization either below your signature or in a formal typed letter, at the top of the letter above the date.

### Neatness, Spelling and Sentence Structure Matter

- Little is more disheartening to an organization or individual than to receive a sloppy note for which the recipient obviously took little time and care to craft.
- You represent yourself and your school by your proper use of grammar, your correct spelling and your use of complete sentences!
- You give the organization confirmation of their choice by the care you take with this letter!!!!
- Your responsibility for thanking the organizations and community groups has a huge impact on others. When groups or persons are sincerely thanked for their efforts and generosity, then they are also more likely to want to continue their gifts to future students.

**Remember the generosity of this community and the hard work that went into earning the money to be able to give to you in scholarships! We are blessed to be touched so generously by others!**

If you feel even a twinge of disappointment because you were hopeful of earning more in local scholarships, think about the number of hours of minimum wage work that what you did receive took from your burden, and it makes the future so much rosier!!! Don't forget to celebrate each other!

Addresses of Scholarship Sponsors: <http://www.sd5.k12.mt.us/fhs> link "The Flathead Oscars Thank You's".