Most scholarships are funded through generous contributions made by our alumni, industry partners, and friends of the University. A professional looking, typed letter demonstrating an appreciation to UMass Lowell scholarship donors can go a long way towards making donors feel good about their gift to you and UMass Lowell. Showing your appreciation to a donor is simply the right thing to do in any situation.

**Suggestions for Writing a Thank You Letter**
- Be sure to include the date and a proper closing (such as Sincerely).
- Reference the full name of your scholarship/award in the body of your letter.
- Do not reference the amount of your scholarship award.
- Put your personality in the letter. Help the donor to understand who you are and how their gift is going to impact your future. Express enthusiasm.
- Use the words “thank you.”
- Be clear and concise.
- Check and recheck spelling and grammar!
- Ask someone to proofread your letter.
- To easily add your thank you letter to Academic Works (the online scholarship system), create it in a word document first and save it. Then you can copy and paste the text directly into Academic Works. Remember, you cannot directly upload a thank you document into the online system.

**Thank You Letter Sample Format**

Date

First paragraph: State the purpose of your letter. Include full name of scholarship.

Second paragraph: Share a little about yourself and indicate why the scholarship is important to you and your academic success. You can briefly describe your research, any special programs or student organizations in which you participate, student projects, work experience, leadership experience, travel abroad, sports etc. You can also write about your plans after you graduate. Remember to be professional; do not share information that is too personal in nature.

Third paragraph: Close the letter by thanking the donor again and make a commitment to do well with the donor's investment.

Sincerely,
Your Typewritten Name

For questions on the thank you process contact:

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Stewardship Manager  
University Advancement  
P: 978-934-4445  
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