To: Undergraduate Scholarship Recipients

From: Undergraduate Scholarship Selection Committee

RE: THANK YOU NOTE 101

The following is a set of guidelines to help you write a meaningful thank you note to the donor supporting your scholarship.

Donors like to know about YOU, personally:

- Are you the first to go to college in your family, or are you from a long line of college-educated family members?
- Why did you choose to attend Fisher College of Business at The Ohio State University?
- What are your career plans, extracurricular interests, intended major(s) and minor(s)?
- What impact will this financial contribution to your education have on you and your family?
- How will you make a positive contribution to the overall Buckeye community, through your words, actions or leadership?

It is important not to date your thank you note. Some donors give scholarships to several students and we send all thank you notes to them at one time.

Please use the donor’s name in the salutation. The letter is to the donor, even though you will send it through Fisher College of Business and the Office of External Affairs.

You will receive a scholarship information sheet. It will provide you with some background information on your donor and the scholarship they established.

The note should be at least two paragraphs in length.

Proofread, proofread, proofread! Ask a friend, roommate or family member to proofread your letter. It is always good to have a second set of eyes to look over your work. They may catch a grammatical error or typo that you missed.