Office of Donor Relations

Thank You Letter Writing Tips

Contents:
- Your appreciation to the donor for their generosity.
- What the scholarship means in terms of achieving your educational goals
- Your campus and community involvement
- Professional aspirations
- Interesting information about your major and school year.
- Are you the first to go to college in your family?
- Why did you choose UCI?
- Positive experiences you have gained from UCI.
- What are your career plans?

Format and Mechanics:
- Do NOT date your letter. Some donors give scholarships to many students, and we send the thank you letters to them all at one time.
- Use your donor’s name in the salutation. (The Office of Stewardship will provide you this information.) If you have multiple donors, please address your letter to “Dear Sir or Madam,”.
- Type or hand write (good penmanship only) the letter.
- Letter should be at least two paragraphs in length.
- PROOFREAD! PROOFREAD! PROOFREAD!
- Use spell check and grammar check tools.
- Ask a friend or family member to proofread your letter. It is always good to have a second set of eyes to look over your work.
- If in doubt, ask for help.

Office of Donor Relations Contact Information:
Sandy Lee
Phone: (949) 824-7939
Fax: (949) 824-3890
E-mail: snlee@uci.edu