“Now what do you say?”

_Expressing appreciation for your scholarship_

Not so long ago you were submitting your Virginia Tech application, filling out financial aid forms, waiting for your acceptance letter, and planning how to handle college expenses.

The mail brought welcome news. Your acceptance letter arrived. You were on your way to Virginia Tech … AND you received a scholarship award.

Somewhere there is a donor who made your award possible – a donor who believes in higher education and who believes in you – even though you may never have met.

That donor will greatly enjoy hearing from you and knowing a little something about you. Of course you will say “thank you.” But what else will you say?

This brochure offers some general guidelines for writing to your donor. You may want to add your own personal touch, or call the number on the back of this brochure for help.

Your personal note of thanks is more than good manners. Hearing from you will assure the donor, in a way no one else can, that his or her investment in Virginia Tech – and in you – is meaningful and appreciated.

**Tips to assist you in preparing your letter:**

- Use a quality bond paper or your personal stationery.
- Write your letter by hand or type it. It should be legible and neat.
- Be sure to include the date, a proper closing (such as “Sincerely”), and your _handwritten_ signature.
- Include your return address – either your college address or your permanent home address.
- Use the scholarship name provided for your salutation. (Example: Dear Dr. Smith Scholarship Committee.)
- Mention the name of the scholarship in your letter.
- Express your gratitude for the scholarship. Use the words, “thank you.”
- You may want to include information about yourself such as your major, your hometown, your special interests, your campus activities, your goals, or why you selected Virginia Tech.
- Tell the donor how the scholarship will help you – particularly how it will help you reach your goals.
- Be clear and concise.
- Check your spelling and grammar carefully.
- Double check to be sure you spell the donor’s name and scholarship name correctly.
- Please return two copies of your thank you letter to:

The Office of University Scholarships and Financial Aid
200 Student Services Bldg (0222)
Blacksburg, VA 24061
finaid@vt.edu
(540) 231-5179
“Gratitude is the most exquisite form of courtesy.”

Jacques Maritain
(1882–1973)

Questions?
Contact the Office of University Scholarships and Financial Aid

Phone: (540) 231-5179

Contact the Office of University Development

Phone: 540/231-2801

Virginia Polytechnic Institute and State University

Blacksburg, VA 24061

EXPRESSING APPRECIATION FOR YOUR SCHOLARSHIP

A guide for student scholarship recipients

“Now what do you say?”

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY