Thank You Letter Tips

Here are a few ideas that might help you in writing your thank you letter to the donor of your scholarship:

- Take a moment to think about yourself and your professional and academic aspirations.
- Keep your letters short and simple - usually one page is enough.
- Be sure your letters are professional, for example: typed, no errors, on quality paper.
- Be sure to proofread carefully. Remember, a well-written letter reflects well on you and the college. It is also very important to the person who funded your scholarship.
- Send your letter as soon as possible. Don’t put it off!

When writing your letter, be sure to tell the donor a little about yourself – where you are from, what you are studying, academic and career goals, other activities you are involved in, and/or your GPA. They may be interested in why you chose the University of Central Florida and in particular the College of Engineering and Computer Science.

Please submit a copy of your thank you letter to the CECS Academic Affairs Office, ENG 107.