

First Things First: Thank You Letter Guide

Step One: Say “Thank You”

Embry-Riddle receives donations from friends, alumni, faculty and staff, as well as corporate donors, to help pay for your education. You already know that when you receive a gift, saying thank you is the right thing to do. The scholarship or funding you received is a gift; a note of thanks to the donor should be your first response upon receiving your award letter from the university.

Submit your thank you letter as a Word document to UADonor@erau.edu, along with a high resolution, quality photo of yourself, **within 30 days** of receiving your scholarship award letter.

Nothing is more welcome than a thoughtful note of thanks. A well-written thank you letter reflects favorably on you and is very important to our scholarship donors. It can also help you create a valuable relationship – one that could pay dividends for your professional network in the future. Our donors, many of whom are alumni of the university and well-connected leaders in the aviation/aerospace industry, look forward to getting to know who they are helping by learning about your interests and goals. A short letter from you affirms the value and significance of their contributions and encourages their continued support.

How Should I Write My Letter?

Writing a thank you letter is simple. Here are some tips to help get you started.

- Letters should include the current date and be typed
- Proofread and spell-check your letter
- Include the donor’s name(s) in the salutation, if the names are known to you. If not, stay generic: e.g. “Dear Scholarship Donor”; include the amount of the award and the scholarship name in the body of the letter
- Sincerely express your gratitude for the award or scholarship, and tell the donor how it will help you
- Include a high resolution (300 dpi), quality photo of yourself to show the donor who they are helping. Please note: the university may use this photo to help inspire future scholarship gifts.

The following outline may help you structure and write your letter:

- **Paragraph 1:** Thank the donor for his/her/their generosity in providing the scholarship/gift (include the name of scholarship or fund)
- **Paragraphs 2 & 3:** Share some details about yourself, your background, your studies, and future goals, both academic and professional
- **Paragraph 4:** Describe the difference this scholarship or award will make on your education and your life. Conclude the letter by thanking the donor again.

Sample Thank You Letter

May 1, 2019

Dear Mr. and Mrs. _____, [or Dear Scholarship Donor]

I am writing to express my sincere thanks for your generosity in funding the _____ [INSERT NAME of SCHOLARSHIP] scholarship. I am very honored to be the recipient of this \$_____ [INSERT AMOUNT OF SCHOLARSHIP] award.

In _____ [YEAR], I enlisted in the _____ [BRANCH OF MILITARY]. Since that time, I've realized that in order to excel in my career — and to continue to challenge myself, I needed to earn a _____ [BACHELOR'S; MASTER'S; ASSOCIATE] degree. It's been tough managing full-time service to my country, family obligations and studying, but I am happy to say that I'm near the proverbial finish line. I am entering my senior year majoring in _____ [DEGREE PROGRAM]. Thanks to the support of my spouse, the expert faculty at Embry-Riddle — and your scholarship contributions, my dream of becoming an aerospace engineer is within my grasp.

I plan to complete my undergraduate degree and transfer (if possible) to an engineering role. When I retire from the military, I would like to work for a major defense contractor, so I can continue to support our country in the civilian world.

Thank you, again, for making this scholarship award possible. I am touched by your generosity and your willingness to help me achieve my goals.

I've enclosed my photograph, so you will have a visual reminder of the impact your generosity has had for me.

Sincerely,
[YOUR NAME]

Frequently Asked Questions

When I receive a scholarship, how do I find out the name of the donor?

If the name is not listed in your award notice, you may contact the office of Philanthropy & Alumni Engagement at 1-800-362-9285; UADonor@erau.edu.

When should I send the thank you letter?

Thank you letters should be written and submitted via email as a Word document - and accompanied by a high quality (300 dpi resolution) photo of yourself (separate jpg attachment) - **within 30 days** of your receipt of a scholarship award letter. Submit your thank you letter and image to the office of Philanthropy & Alumni Engagement at UADonor@erau.edu.

What else can I do to show my appreciation?

- If you are invited to an event to honor the donors and recipients of the scholarship, be sure to attend.
- If your scholarship is renewed, send a letter to the donor each year, describing your progress in school and how the ongoing support has helped you accomplish your goals. Send another letter after graduation to let the donor know what you'll be doing.

Donors are often alumni who received scholarships when they were students and wish to return the favor. After graduation, remember how the scholarship helped you. When you are in the position to do so, consider making a gift to support Embry-Riddle scholarship funds and continue the tradition of giving.

Still have questions? Contact the office of Philanthropy & Alumni Engagement at UADonor@erau.edu.