Congratulations on being awarded a scholarship! Before your scholarship funds can be paid, TTU requires you to write a letter to express your thanks for your donor’s generous support of your education.

Things to include in your donor thank you letter:

Tell the donor about yourself
• Family Background & Information
• High school and other experiences that led you to choose Texas Tech
• Your home town

Tell about your present situation
• Classification and major at Texas Tech
• Things you enjoy or anticipate about college
• Organizations in which you participate or plan to participate

Tell about your future plans
• What you hope to accomplish while at Texas Tech
• Future career plans

Tell how the scholarship has helped you

DO:
• Make sure your letter is at least three quarters of a page long (minimum of 350 words).
• You can compose your letter as a Microsoft Word document, then paste it into the online template.
• SIGN YOUR LETTER! Insert a digital image of your signature into the document.
• Make sure you use proper grammar and correct spelling. (You communicate your intelligence through your letter and how well you use grammar, punctuation, and spelling.)
• You may choose to include your address or email so the donor may write you back if he or she chooses.

DO NOT:
• Mention the amount of the scholarship you were awarded.
• Use the same letter you did last year, even if it is the same scholarship. (Donors keep the letters, will see this and be offended!)
• Include information not relevant to your college education. (Things to avoid would be things like: the awesome party you attended last Friday, the TV you purchased since you didn’t have to use that money for college, and Texas Tech providing you with the perfect opportunity to get as far away from your parents as possible.)

Note: Letters that do not follow the above guidelines will be returned to you for revisions.