



SCHOLARSHIP THANK-YOU LETTER STYLE GUIDE

You have been asked to write a thank-you letter to the donor or representative behind a scholarship that you have been awarded this year. **Please do so within 10 days of being notified.** Many scholarships awarded through Occidental's Office of Financial Aid are made possible through the generosity of alumni, parents, friends, foundations, faculty, and staff who want to invest in the future of students like you and who are committed to Oxy's mission of access and opportunity.

Hearing from students and receiving a personal, thoughtful note from a student can be so meaningful to donors and lets them know that their scholarship is making a difference.

A well-written thank-you also gives you an opportunity to not just recognize support received, but to share a bit about you. Why did you choose Oxy? What are you studying? How do you hope to develop in your chosen profession? Saying "thanks" for the support you receive should be a fun process, and a way to showcase you and your wonderful accomplishments. Your letter becomes an important connection back to a person, family, or organization who wants to see Occidental's students succeed.

Your letter also reminds them why they gave in the first place and often aids in growing relationships with the donor and Oxy that can last for decades.

GUIDELINES FOR WRITING YOUR LETTER - PLEASE READ CAREFULLY

1. Your letter should be 2-3 paragraphs, the equivalent of a single spaced, letter-sized page.
2. Include the entire full name of the scholarship (do not abbreviate) in your submission form.
3. Talk about your interests and activities, your experience at Oxy, your career plans as well as any other future plans (for next summer or beyond your time at Oxy).
4. Be yourself. Be sincere, and share what being a student at Oxy means to you and/or how this scholarship will benefit you.
5. Proofread carefully. Please check your spelling and grammar, especially the spelling of the scholarship name. We want our donors to know how talented our students are—because they are!

HELPFUL INFORMATION

As you compose your letter, please make note of the following information:

- The donor has not chosen the specific recipients of the award (the Office of Financial Aid does this). The donor has set up the fund to benefit students through need-based aid.
- In providing your biographical information and thank-you letter(s), you are giving Occidental College permission to publish the contents contained in the letter, or any portion thereof, without restriction for any purpose reasonably related to the advancement of the College's interests.

PLEASE USE THE [THANK-YOU LETTER SUBMISSION FORM](#) TO SUBMIT LETTERS FOR EACH SCHOLARSHIP FUND YOU ARE ASKED TO WRITE A LETTER FOR. IF YOU ARE RECEIVING MULTIPLE SCHOLARSHIP FUNDS, PLEASE COMPLETE ONE FORM PER FUND.

If you have any questions, please contact the Office of Donor Relations at donorrelations@oxy.edu or 323.259.2600. Thank you for your partnership.