

## SCHOLARSHIP THANK YOU LETTER STYLE GUIDE

Occidental College - Financial Aid Office - 1600 Campus Road F-35 - Los Angeles, CA 90041  
323.259.2548 (phone) - 323.341.4961 (fax) - [finaid@oxy.edu](mailto:finaid@oxy.edu) - [www.oxy.edu/financial-aid](http://www.oxy.edu/financial-aid)

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You have been asked to write a thank you letter to the donor or representative of a scholarship you have been awarded this year. Many donors increase their contributions when they know their gifts have a positive impact on the lives of others. A warm, personal thank you letter can be effective to this end. With each thank you letter, we improve Occidental's opportunity to secure additional funding and to ensure that future students will receive the support they need.

### GUIDELINES

- Date your letter.
- Your letter should be typed on 1 page of letter-sized paper. **No cards, please.**
- Include a salutation, using the recipient's formal title (e.g., Mr., Ms., Dr.) as noted on your award letter.
- Thank the donor and include the entire proper name of the scholarship (**do not abbreviate**).
- In the next two or three paragraphs, tell the donor 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).
- Remember to thank the donor and explain why their assistance means so much to you.
- Sign your name at the end.

### HELPFUL INFORMATION

As you compose your letter, please note that the donor has not chosen the specific recipients of the award (the Financial Aid Office does this). The donor has set up the fund to benefit students through need-based aid.

Please check your spelling and grammar, **especially the spelling of the donor's name and scholarship name!** Remember that this letter is a reflection on all Oxy students. We want our donors to know that our students are top-notch—because they are!

In providing your thank you letter(s), you are also 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.

### SUBMIT YOUR LETTER

***PLEASE TURN IN COMPLETED LETTERS  
TO THE FINANCIAL AID OFFICE  
VIA MAIL, FAX, OR EMAIL***

If you have any questions regarding the above information, feel free to contact:

Charlene Ho

Assistant Director of Donor Relations, Office of Institutional Advancement

[hoc@oxy.edu](mailto:hoc@oxy.edu) (323) 259-2607

**Samuelson Alumni Center, Donor Engagement Office**