



Show gratitude to your donor with a great thank you letter!

You are special – your hard work resulted in an award that will help you achieve your goals of obtaining an education from the University of Wisconsin-Madison. Your donor decided to support you long before s/he knew that you existed because s/he is passionate about either the area of study you chose, the part of the world you came from or the UW-Madison or CALS in general.

Whatever the history of the support, it is yours now. Hopefully you understand the privilege it is to receive an award such as this and perhaps someday you will be able to pay it forward to a future student just like you.

It is important to show your gratitude to the person or people who support you. Not just because it is a nice thing to do, but because you hope that the support will continue for students in the future.

A thank you note is:

- Sent as soon as possible
- Full of *genuine* thanks
- Personal to the donor and personal from you – talk about yourself and tell them who you are
- From the heart to make the donor feel appreciated

Questions to consider:

- What does this award mean to you?
- What did receiving this award allow you to do?
- What are your goals/plans for the future:
 - Graduate from a world-class university
 - Get a job in ____, a field you are passionate about
 - Help communities/families/people _____
- What made you want to attend the UW-Madison?
- Are you in a club or other extracurricular activity?
- Have you had volunteer or community service experience?

Different ways to say “thank you:”

- I appreciate....
- I am grateful for....

Some technical stuff you MUST include (and examples!):

- The name of the award you received (“I have been chosen to receive the ____ award and I am grateful...”)
- Your major and year in school (“I am a ____ studying _____.”)
- Where you are from (“Growing up in _____.”)

Tips:

- Use 8.5” x 11” quality bond paper or a personal note card.
- Type your letter or use legible handwriting.
- Begin with the correct and formal salutation and title. (Mr. and Ms., if unknown; or the company/foundation name).
- Make sure your spelling and grammar are correct.
- One page is sufficient. Be clear and concise.
- Be sure to sign your letter.
- If there are two individuals to thank, address a letter to each separately. Write one letter per couple.

If you have questions, contact Karen Martin, CALS Scholarship Director at (608)262-3001 or kmartin@cals.wisc.edu.