

CALS Scholarships: Submitting Your Donor Thank You Letter

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How do I submit my thank you letter?

Log in to Scholarship Universe (<https://arizona.scholarshipuniverse.com/student>) with your UA NETID and password, then navigate to the Awards section.

What should I write in my thank you letter?

Somewhere there is a donor—a donor who believes in higher education and who believes in you even though you may never have met—who made your award possible. That donor would appreciate learning about you, the recipient of an honor made possible by the donor's generosity.

Your personal note of thanks is more than good manners. Hearing from you will assure the donor, in a way nothing else can, that his or her investment in the University of Arizona—and in you—is meaningful and appreciated.

A few tips for your thank you letter:

- Mention the name of the scholarship in your letter.
- Express your gratitude for the scholarship. Use the words “thank you.”
- You may want to include information about yourself such as your major, your hometown, your special interests, your campus activities, your goals, or why you selected the University of Arizona.
- Tell the donor how the scholarship will help you—particularly how it will help you reach your goals.
- Be clear and concise.

What is an appropriate thank letter length?

- Excellent thank you letters are at least two paragraphs in length.
- A couple of sentences is too short. Remember: These donors gave their hard-earned money to help support your education.
 - If you submit a thank you letter that is this length, you will be contacted via email to add more to your letter.