

# 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?

- 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.
- Do you have any specific goals or challenges that you have overcome? Those are also great topics if you are willing to share them.
- Tell the donor how the scholarship will help you—particularly how it will help you reach your goals.

## 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.

## Example thank you letter #1:

*Note: All example thank you letters are from real CALS students who gave permission to share their letter in this document. All of their identifiable information has been removed.*

Dear donor,

Growing up, animals meant everything to me. From seeing wild ones in my rural (state) backyard, to the domesticated animals in my life, they have been a crucial defining presence in my occupational curiosities and passions. I have utilized my love for animals throughout my community by volunteering at the local animal shelter, where I help take care of the animals that reside there. Volunteering at the shelter has helped my community; however, it has also solidified my intended career of being a veterinarian.

Through the generosity of donors, and being awarded the Example Scholarship, my dream of becoming a veterinarian grows closer to fruition. The education I will receive this year at the University of Arizona is vital to my future career plans, and is only possible through the gracious donors who have awarded

me this scholarship! With the kindness of others, I am able to explore my passions without putting an immense financial burden on both myself and my family.

While at the UA, I am able to have a hands-on approach to expanding my knowledge in the field of (major). In the years to come I plan on continuing to volunteer at animal shelters and other animal centered organizations, applying for internships, shadowing admirable people who work or study in the field, and continuing to further my education in other ways. After four years at the UA, I plan on attending veterinary school. In order to do so, I must work to my full potential, growing as both an academic and a professional.

Thank you so much,  
Wilma Wildcat

## **Example thank you letter #2:**

Dear donor,

I am writing to express my sincere gratitude for being awarded the Example Scholarship. To say a little about myself, I recently declared a double major, so by the end of May 2021 I will have a Bachelor of Science in (major) and a Bachelor of Arts in (major). Over the past few years, I have been a mentor at a local (charity) in Tucson, and I have worked for two years as a resident assistant on campus helping incoming freshman adjust to dorm life as well as the University. Most recently I have acquired the role of a research assistant on the (charity) project. All of these positions and experiences have motivated me to pursue a career as a (profession) after graduation where I would be in a position to use my education and skills to promote positive change among underprivileged communities and families.

The financial assistance provided by the Example Scholarship will help me greatly in the upcoming academic year, especially with the hardship encountered by the current pandemic. Through your generosity, I am able to focus more of my time on my studies to maintain my 4.0 GPA and pursue professional development opportunities without worrying about how I will cover the cost of the differential tuition for both majors, as well as my textbooks and other supplies.

Thank you again for your generosity and support. I look forward to the point in my life in which I am able to give back to others and support students in achieving their goals just as you have helped me. I thank you for your support, your confidence, and for your willingness to help me further my education and achieve my goals.

With gratitude,  
Wilbur Wildcat

### Example thank you letter #3:

Dear donor,

From the bottom of my heart, thank you for investing in my education and my future. My academic experience is invaluable, and it means the world to me that you have taken an interest in helping me to continue to further this journey of higher education. With the Example Scholarship I will be able to invest in technology that will be used every day to take notes and help with my ability to continue to adapt to a new format of online learning. Throughout my coursework, I have taken a great interest in (volunteer activity). By committing myself to sharing notes with (specific group of) students, I go the extra mile to assure my work is organized, efficient, and easy to understand. With the help of this scholarship, I will be able to pass along the benefits of what has been so graciously awarded to me.

As a non-traditional student, I strive to utilize my unique experiences as a way to inspire and help others. My path up to this point has been tumultuous with many roadblocks and challenges. These obstacles are what have given me the drive to move forward passionately, in pursuit of a life in which I can be of maximum service. With each step forward, my goals and aspirations are even closer to coming to fruition.

Upon graduation, it is my goal to attend an MD/PhD program. As a (profession), I want to gain firsthand knowledge of the healthcare system and its needs while directly helping and healing others. By gaining that experience and knowledge, I will better be able to understand what questions need to be answered. My passion is nutrition, and I aspire to continue research in the field of food and supplements in regard to their biochemistry and effects on the body. The ultimate purpose of this is to empower individuals to take their health into their own hands and heal through proper diet and lifestyle.

The path that lies ahead is long and will continue to pose surely pose more challenges and opportunities to grow. You have helped to make this part of my journey easier, and for that, I am so deeply grateful.

Kindly,  
Wilma Wildcat