THANK-YOU NOTE GUIDELINES & SUGGESTIONS

Sending a thank-you note is proper etiquette and is required upon accepting most scholarship awards at UMKC. A thank-you note should be sincere and express appreciation to the person or persons providing funding for your scholarship. Your note will be greatly appreciated by the donor, and will assist in encouraging him or her to renew scholarship funds for future students.

THINGS TO INCLUDE:

- Your sincere appreciation for the scholarship that you received, and your plans for utilizing the funds. ("Thank you for making this scholarship possible" or "Your scholarship makes it possible for me to concentrate more fully on my academic success.")
  - Your scholarship is issued as tuition credit so emphasize your appreciation for this.
  - The donor did not personally select you as the recipient, but provided the funds for the scholarship, i.e. "Thanks for making the {name of scholarship} possible..."
- Your educational background (your major, year in school, etc.)
- Positive experiences you have had at UMKC and in the School of Education
- Accomplishments, achievements, and any challenges or obstacles you may have overcome
- Extracurricular activities (stories about a relevant extracurricular or community service project that impacted your life)
- Goals and aspirations (future plans, including the career you wish to pursue)

IS YOUR LETTER OR NOTE...

- ...appropriately addressed to the donor? (Donor contact name provided by Student Services)
- ...written in neat and legible handwriting? Or a standard-font typed letter?
- ...written or typed on a thank-you card or stationery?
- ...genuine and does not contain excessive flattery?
- ...signed by you?

LAST MINUTE CHECKS!

- ✓ My letter includes the correct donor name and scholarship name (the scholarship name may be different from the donor / addressee!)
- ✓ My letter is neat, legible, and well-written.
- ✓ I’ve used correct spelling and grammar.
- ✓ My letter does NOT include a date.
THANK-YOU NOTE EXAMPLES

Dear Mr. Phillip and Mrs. Ruth Snyder,

Thank you very much for supporting me in my education and career. I am very grateful to receive the Ruth G. & Phillip W. Snyder Scholarship this coming year as I advance to my senior year as a full time student teacher working in elementary education. I plan on graduating in the Spring of 2018 and plan to work for urban education through my commitment to UMKC’s Institute for Urban Education. Students like me could not have gone this far without the support of kind donors like you. Therefore, I greatly appreciate your generous support in making my dreams come true. I am excited to see what is in store for me next year. Thank you.

Sincerely,

(Name)

Dear Mr. Modrcin,

I would like to extend my deepest gratitude for being selected as the recipient of the Joseph and Gwen Speyer Scholarship. I am currently working as a special education teacher in Raytown, Missouri and I feel like I have found my calling. I love working with all students and being there to provide the extra support that some students needs in order to be successful. Having the opportunity to continue learning about the special education field through UMKC is truly making me a more dedicated teacher.

I have had the pleasure of working at my current school for the past three years. During that time I have joined many committees to support our PTA, the positive behavior support team, and am a data team leader. It has been wonderful being able to bring in what I am learning at UMKC to these various parts of my profession and classroom.

As a married student, whose husband is also a full-time student, it can be difficult finding the money for both of us to continue our education. Although we both have received loans for school, it is such a relief knowing that this year we will have less to pay back thanks to your generosity. We both hope to graduate in 2014. Again, thank you for selecting me as the recipient of this incredibly generous scholarship.

Sincerely,

(Name)
UMKC Special Education Graduate Student

Adapted from Middlesex County College
Dear Mr. Bloch,

I would like to show my appreciation for making The Wheadon Bloch Scholarship available to me. I am a graduate student pursuing a Master’s Degree in Higher Education Administration. I am beyond grateful for this scholarship, as it will help me fund my degree. As a first-generation college student from a low income family, you are helping me fulfill a family goal. My mother was so excited when she learned that I was selected to receive this gift. She stated that I am able to achieve things she was not. Your scholarship makes this possible. I plan to apply my education to making college more accessible to underrepresented populations of students. My degree in Higher Education administration will enable me to support students in need, as you have supported me. Again, thank you.

Sincerely,

(Name)

Dear Mr. Simmons,

I would like to express my sincere thanks for the granting of the UMKC Campus Facilities Management SOE Scholarship for the 2013-2014 school year! I am from Independence, Missouri, am the youngest of four, and have two parents dedicated to this community as a retired police officer and teacher. I plan to teach high school social studies as this is where my passion lies. I am graduating a year early, so this scholarship is really making this possible with all the extra courses. For almost a year now, I have been serving on the SOE student ambassador panel and it has been a rewarding experience!

Again, thank you for choosing me for this honor and I am extremely grateful!

Sincerely,

(Name)