

# CWU College of Business

## ***A Guide to Expressing Appreciation for your Scholarship***

### ***Congratulations on your scholarship!***

You are the recipient of a privately contributed scholarship through the CWU College of Business. This award is made possible by charitable donations from individuals and businesses who are vested in the success of CB students.

As a private scholarship recipient you are asked to express your appreciation by participating in two components of our donor stewardship program.

First, we ask that you express your written appreciation to the donor who made your scholarship possible by sending a letter of thanks. A thank you letter from you reinforces our efforts to assure the donor that his or her investment in CWU is meaningful and appreciated. The tips provided below will assist you as you prepare your thank you letter.

Second, you will be invited to the Building Bridges Reception in April and the CB Honors Banquet in May to honor scholarship recipients and donors. We ask that you make time to attend these events and are considerate in responding to all invitations.

### ***Writing a Special Letter of Thanks:***

A professional looking letter will visually express your gratitude in receiving the scholarship. The donor will value the time and effort you took to produce an attractive and well-written letter.

- Use a quality bond paper.
- Letters should be computer produced and not hand-written.
- Be sure to include the date, a salutation and a proper closing, including your handwritten signature.
- Include the donor's name in the salutation and/or body of the letter, along with the scholarship name.
- The return address on the letter need only include your name and on-campus email address.
- Be clear and concise.
- Express your gratitude for the scholarship. Use the words "thank you." Tell the donor how the scholarship will help you.
- You may want to include some information about yourself, e.g., your major, your hometown, your goals for the future, and any activities you are involved in on campus. Information should not be overly personal. It is simply meant to provide the donor with a connection to the recipient of their scholarship.
- Check and re-check spelling. Have a friend proofread the letter for spelling and content.

*Letters are to be delivered or mailed to Laura Milner, CB Associate Dean, who will forward your thank you letter along with additional scholarship information to the donor(s).*

### ***Questions?***

If you have any questions, or if you need help composing your thank you letter, please contact:

Dr. Laura Milner, Associate Dean  
College of Business  
Shaw-Smyser 126  
400 E University Way  
Ellensburg, WA 98926-7487  
Phone: (509) 963-2933  
Email: [milnerl@cwu.edu](mailto:milnerl@cwu.edu)