The Office of Student Financial Aid provides the following guidelines for scholarship thank you letters:

1) Your letter should acknowledge and greet the actual donor using formal means and stating the name of the scholarship you have received. Explain why you fit the criteria for which the scholarship was created. For example: Does it target students from a certain high school, area of Wyoming or another state? Was it created for a specific purpose or department? Is it endowed as a memorial to an individual or to honor a specific person? Is preference given to non-traditional students or another subgroup?

2) Explain where you are pursuing your education, your goals and future plans, and how this scholarship will help you to meet those.

3) Any personal information relevant to your scholarship or future education goals that you feel comfortable sharing with the donor that will give them a chance to get to know you as a person, especially if that information assures them that their scholarship gift is being put to good use and that their generosity and thoughtfulness is truly appreciated.

4) Please state in your own words the difference receiving this scholarship has made to you.

5) A typed letter is preferred, and we suggest that your letter be at least two paragraphs in length. The intent of the thank you letter is to be thoughtful and sincere, not breezy and informal.

Source: University of Wyoming Office of Student Financial Aid Website March 28, 2012