

Suggestions for Writing Your Thank You Letter

Keep letter to one page

Tell us about yourself in a clear and concise manner

Thank your donor(s)

Be sure to proofread your letter, checking the name of your donor and scholarship(s) are correct. You may include...

- Your hometown
- High school and other experiences (if applicable) that led to your choice to study at Salem State
- Activities you do outside of class (research, leadership, projects, work, organizations and societies, etc.)
- Community service and volunteer activities in which you are involved
- "After graduation, I plan to..."