

Fay Jones School of Architecture and Design
Guidelines for Writing Letter of Appreciation for Donor

Thanks to the generosity of our donors, Fay Jones School of Architecture and Design is able to provide scholarship opportunities to our students. We require all scholarship recipients to write a letter of appreciation to the donor(s) of their award. Please use the guidelines below when writing your letter.

IMPORTANT: In addition to submitting your letter of appreciation through the AcademicWorks system, you will be required to stop by the Dean's Office to provide a **signature**. Date will be given for this. Funds will not be released until this requirement is fulfilled.

Greeting/Salutation

In lieu of the donor's name you may use the salutation below

- Dear Sponsor(s) of the [Insert Scholarship Name],

First paragraph

Express your appreciation to the donor for their generosity and describe how the financial assistance of this scholarship makes a difference in your education.

- Use the full name of the scholarship in your offer letter.
- **Do not** include the value or dollar amount of the scholarship. Use phrases such as "your generous gift" or "the financial assistance you have provided", or a similar phrase.
- If applicable, include a brief but specific example of how the scholarship has reduced your financial burden. Examples might include:
 - o You don't have to work as much/at all, allowing you to focus your time and energy on your education.
 - o Will assist with study abroad expenses.
 - o Provides the funds to purchase materials/supplies required for your degree program.

Second paragraph

Tell the donor a little about yourself.

- Are you new to the U of A, a transfer student, junior, graduate student, etc.?
- What is your field of study or major?
- What's your background, are you the first in your family to attend college, are you a nontraditional student, have you overcome any hardships?
- Why did you choose the University of Arkansas?

Third paragraph

Describe your career goals and plans.

- What do you intend to accomplish at the University of Arkansas?
- Do you plan to pursue an internship or assistantship?
- Do you plan to pursue an advanced degree?
- What do you enjoy most about the University of Arkansas?
- How will the University of Arkansas help you obtain a fulfilling career?

Closing Paragraph

Thank the donor again.

- Express your gratitude one more time
- You may want to indicate that you admire their generosity and that someday, you hope to follow their example

Letter Closing

Sincerely, Warmest regards, or Best regards are acceptable closings

First and last name

Be sure to insert FOUR single spaced lines between your letter closing and typed name to allow for your signature.