

Congratulations on being awarded a CSUSB Scholarship! The guidelines below will help you complete your thank you letter which is a requirement of your scholarship. Your scholarship will be on hold and will not disburse until this requirement is completed.

Thank You Letter Instructions & Format

Your thank you letter should be typed, not handwritten, and formatted in two to three paragraphs as displayed below. Please read the letter below as it provides the guidelines and instructions on what should be included in your letter. Mail your letter to the address in the sample below in **bold**.

Current date

Donor's name
c/o CSUSB Office of Advancement (AD – 104)
5500 University Parkway
San Bernardino, CA 92407

Dear (Use donor's name here):

In this paragraph, it is extremely important that you acknowledge your donor with a timely response for their generosity and their continued support. You should specifically thank the donor and acknowledge the scholarship by name. Address the letter to the donor as detailed in your award letter and specify the academic year of your award. Be sure to check for the correct spelling of both the scholarship and donor's name.

Paragraph two should tell the donor how their gift has made a difference in your life. Tell the donor about yourself (i.e. your major, what your plans are after you graduate, how this scholarship will help you to help others, etc). Include a brief explanation on how you plan to use the funds towards your educational goals such as paying tuition, fees and buying books. DO NOT make comments about paying for gas, buying parking permits or other non educational related expenses.

Paragraph three should be your closing paragraph, once again letting the donor know how their generosity is changing the lives of students such as yourself at California State University, San Bernardino. Be sure to review your completed letter for grammar and spelling errors before submitting. It is also highly recommended that you contact the Writing Center to setup a conference with a writing consultant to assist you with writing your letter. The Writing Center is located in University Hall, Room 387. You can call (909) 537-5232 or email writingcenter@csusb.edu to set up your appointment today. Hours and important information can also be viewed online at the Writing Center website at <http://www-ugs.csusb.edu/wc/>.

Closing salutation,

Type your name and sign the letter