

INSTRUCTIONS:

- I. Carefully complete the first page of this form.
 - a. Please include the full name of the scholarship in your letter(s) and facts about yourself, your major, classification, and future plans.
 - b. A separate Letter of Appreciation is required for each scholarship.
 - c. Please refer to the 'Scholarship Letter of Appreciation Writing Guidelines' below for further instruction on completing your letter.
- II. Scholarship awards will not be disbursed until the Letter of Appreciation has been received by the Enrollment Services Center
- III. Submit completed form to the Enrollment Services Center (ADM 230) in person, by email at enroll@uttyler.edu, or by fax at 903.566.7183.

Scholarship Letter of Appreciation Writing Guidelines

- I. Below are "tips" to consider when writing your letter.
 - Write neatly and legibly
 - Use a formal salutation when addressing the donor or contact (Mr., Mrs., etc.)
 - Maintain a professional tone throughout your letter
 - Proof read your letter; check for spelling and grammatical errors...then check AGAIN!
- II. Remember to include the following:
 - Date your letter
 - Dear _____ (get the name of your scholarship donor/contact)
 - Tell the donor your name and your hometown
 - Name your scholarship in its entirety
 - Tell the donor anything that is unique about YOU! (example: are you the first in your family to attend college?)
 - Tell the donor the reasons you chose UT Tyler
 - Do you work part-time or full-time in addition to attending UT Tyler?
 - Do you have a family that you help support?
 - How has this scholarship enabled you to concentrate on your education?
 - When do you plan to graduate?
 - What are your plans after graduation from UT Tyler?
 - Include any other personal information that will make your donor feel that they have visited with you.
- III. Letter Organization

1st Paragraph

Thank your donor and introduce yourself

2nd Paragraph

Explain why receiving a scholarship was important to you and how your scholarship has helped you to work toward your educational and career goals.

3rd Paragraph

Describe your ultimate education and career goals. Explain how you plan to give back to your community.

4th Paragraph

Thank your donor again and close your letter with "Kind regards", "Sincerely", or a similar phrase.