



Scholarship Thank You Letters FAQ

FORMATTING: Use a 12pt font size and double-space between paragraphs (double-spaced text is fine too).

CONTENT RECOMMENDATIONS:

- Read the scholarship description carefully. If we know a donor likes to hear about a certain aspect of a student's life (as it relates to the scholarship), or there are specific instructions for the thank you letter, we will include it in the description.
- Include the name of the scholarship in your opening paragraph. For example: "I was recently awarded the XYZ Scholarship and I write to thank you for the generous support making this scholarship possible."
- Include details about yourself. Scholarship donors love to hear from students! Tell them when you will graduate, the area(s) of law in which you are interested, your career goals, and your aspirations.
- Share who you are in a real way. Our supporters are individuals who enjoy learning about other unique individuals going into the legal profession. Be authentic. Write a letter that is meaningful to you!
- If you are involved in extracurricular activities or community affairs, include that information (and, if applicable, as it relates to the scholarship). For example: "I am active in student organizations _____, I volunteer at _____, I mentor/coach _____, my internship at _____."
- If the scholarship has a significant impact on your life, express that to the donor. For example: "Because of this scholarship, I am able to cut back on the number of hours I work and focus more of my time on my law studies."
- If the scholarship description includes a link to a bio, obituary, or talks about the reason for the scholarship, please read it in full, and incorporate an aspect of what you read into the letter.
- Close the letter with a thank you. For example: "I want you to know how much this scholarship means to me. Thank you for your kind support of Colorado Law students."
- **Optional Opt-In: Please include an email address if you agree that the donor(s) may contact you directly. You may also express, if you choose, that you look forward to an opportunity to meet the donor(s). The Advancement Office will help facilitate meetings when possible.**
- Proof your letter carefully before sending. And remember to sign it!

SENDING YOUR LETTER:

- Save the letter in PDF format using this naming convention: ***donor last name, donor first name_name of scholarship_your last name, your first name***. Example: Ward, Terry_Class of 1968 Scholarship_Parks, Lisa. If you are addressing multiple donors use the first donor's name.
- Email the letter to law.advancement@colorado.edu. Please don't hesitate to reach out if you have a question. And thank you for writing your letter!