

Thanking Your Scholarship Donor

Loyola University Chicago's named scholarships are the result of generous alumni and friends of the University, who are willing to invest financial resources in talented individuals like you. These donors are committed to helping Loyola achieve academic success and furthering our ability to attract the best and brightest students in the world, and they enjoy hearing from our scholarship recipients. Your letter will mean a great deal to our donors.

We ask that you write a letter expressing your thanks to the donor(s) associated with your particular scholarship. You may start your letter with "Dear Donor", and the donor's name will be filled in by the Office of Donor Relations electronically before it is mailed.

Please do:

- Write clearly and concisely.
- Express enthusiasm.
- Be sincere.
- Include your mailing or email address if you're comfortable with your donor writing back to you.
- Do not mention the amount of the award/scholarship.

When you fill out the online student information form and type your letter into the space provided, your form will be emailed to Donor Relations. If the Office of Donor Relations requires anything further from you, you will then get an email back with further instructions.

If you have any questions or difficulty writing your thank you letter, please feel free to contact Melissa Mares Stambor, Director of Donor Relations. You can reach Melissa at mmares1@luc.edu (312-915-7699).

Additional tips for writing thank you letters

Always include:

- Name and class year
- Say thank you!
- Reference the name of the scholarship that you received
- Comments on why you chose to come to Loyola University Chicago
- Your academic pursuits, major, courses of study
- Your career goals; plans for the future
- Expression of your appreciation for the financial support you receive from the scholarship
- How the scholarship will assist you in pursuing your studies at Loyola

You may also want to include some of the following:

- Where you are from and your family background
- Awards or honors you have received
- Clubs and other campus activities in which you are involved
- Volunteer and community service
- Internships
- Study abroad experience
- Where you work during the academic year and/or over the summer
- What do you hope to accomplish while at Loyola
- It never hurts to thank the donor again!

Sample Letters

(DATE)

*(Name of Scholarship)
(c/o Loyola University Chicago)
(820 N. Michigan Avenue)
(Chicago, IL 60611)*

Dear Donor,

First paragraph: State the purpose of your letter.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

Third paragraph: Close by thanking the person again and make a commitment to do well with the investment.

Sincerely,

(Sign your name here)

*(Type your name)
(Your address)
(City, State, Zip)
(E-mail)*

Sample 1

Dear Donor,

My experience at Loyola University Chicago over the last four years has been truly amazing. I had opportunities to learn from outstanding faculty, work with talented administrators, volunteer for life-changing organizations, and experience life with students from all over the world. Your scholarship has made all of that possible for me.

I am so grateful to you for the (Scholarship Name). This scholarship assisted with my completion of my college education. My life has been changed because of you. I am excited about becoming an alumna of this great institution so that I can give to students in the manner you have shown to me.

Thank you for making my college experience the best time of my life, although I am sure there will be even greater moments in the future. I am confident in the person I have become because of Loyola.

Sincerely,

(Name)

Sample 2

Dear Donor,

I want to thank you for your support of the (Scholarship Name). Your contribution has been essential to realizing my goal of graduating in (term and year) with a bachelor's degree in (name your field of study).

My family moved to Chicago from Ukraine fifteen years ago. As an immigrant, I cherish the opportunities that living in this country offers to me. After graduating from high school, I decided to study international relations with a focus on economic development issues. This semester I am also gaining valuable experience through an unpaid internship with the Chicago Board of Trade. Because academic success is important to me, I have worked hard to graduate from Loyola University Chicago summa cum laude.

For the majority of my time in school, I have worked full-time to support myself, while contributing to the support of my three siblings. Your scholarship allowed me to reduce my work schedule to 20 hours a week in order to maintain my grades and accept the internship in my last semester at Loyola.

Again, thank you for your award. I hope to one day help others, as you have helped me when I needed your financial support.

Sincerely,

(Name)

Sample 3

Dear Donor,

I would like to take this opportunity to thank you for your support of the (Scholarship Name). As one of this year's recipients, I am grateful for the opportunities this award will provide me. I rely on financial aid, grants, and student loans to help finance my education. Receiving this scholarship will help reduce my financial burdens and provide assistance for me as I continue pursuing my education.

Attending Loyola University Chicago has always been my dream. My mother and father met at Loyola and growing up, we often came to campus to attend basketball games. I am from Champaign, Illinois, and graduated from Centennial High School with honors. I am a member of Gamma Sigma Alpha sorority, and I participate in Club Rugby at Loyola. I am also involved with the Society of Professional Journalists, and I work part-time at the Loyola bookstore. Upon completion of my degree, I will pursue a career in investigative news reporting.

Once again, thank you for supporting the students of Loyola University Chicago. Your generosity truly makes a difference.

Sincerely,

(Name)

Please note, these sample letters are not intended to replace your own thoughts and feelings, but merely to help you along the way if you need it. The donors want to hear from **YOU!**

Thank you for thanking your scholarship donor!