

Support from generous donors allows the USC Suzanne Dworak-Peck School of Social Work to continue awarding philanthropic scholarships to our students. Donors appreciate hearing from student recipients; a well-written thank you letter can go a long way. Thank you letters affirm the value and significance of donors' contributions and encourages continued support.

## **Tips for Scholarship Thank You Letters:**

- Make sure your letter is free of spelling and grammatical errors. The literacy demonstrated in your letter is a reflection of your skills, have someone review your letter before submitting. Poorly written letters will be returned and will risk scholarship revocation.
- Write clearly and concisely.
- Be sincere, express appreciation and enthusiasm.
- If you received multiple donor-funded scholarships, please submit a letter for each scholarship.
- Address your letter to the scholarship donor.
- You may choose to share any relevant information about:
  - Why you chose to pursue a degree in Social Work/Nursing from the USC Suzanne Dworak-Peck School of Social Work.
  - What you hope to achieve regarding your education/career.
  - What department or focus you selected.
  - Your personal background, including any obstacles you have overcome, and/or accomplishments you have achieved.
  - What the support means to you in your ability to pursue your degree.
  - From where and/or whom do you draw inspiration.
  - If you are a returning student, you may want to share some of your previous experiences with a field placement or course you enjoyed.
- Close your letter by expressing your appreciation once again for the award.
- Submit a letter no longer than 2 pages, Times New Roman 12 pt. font, typewritten in business format.