

## **Thank-you card Guidelines and Tips**

Thank-you cards are a mandatory condition for accepting foundation and/or academic scholarships at Butler. Remember the donor did not select you as the recipient, but provided the funds for the scholarship. Mention your appreciation for the scholarship that you received, and your plans for utilizing the funds. Your thank-you card should be sincere and express appreciation. Donors enjoy being thanked; and it may influence their future generosity to Butler, so please take the time to edit your thank-you and make it special. Sending a thank-you card confirms that this scholarship was important enough to you to take the time to present yourself in a professional manner.

Things to think about when writing your thank-you:

- Your thank-you card can be handwritten or typed. Either is acceptable, however if handwritten it must be neat and legible.
- Be concise in your letter, but sincere.
- State what the thank-you is for by using the full and correct scholarship name provided in your award letter.
- Make sure that you sign your thank-you card.
- Check all spelling and grammar after you have completed your thank-you card. Double check for typos, grammatical errors, and proofread carefully. You communicate your intelligence through correct spelling and grammar.
- Express enthusiasm.

Things you may share in your thank-you:

- Your name and class year.
- What the scholarship means to you personally.
- Your career goals and future plans.
- Clubs and other campus activities in which you are involved.
- Where you work during the academic year and/or over the summer.
- How the scholarship will assist you in pursuing your studies at Butler.
- Anything else your benefactor might find interesting about your life at Butler.
- Expression of your appreciation for the financial support you receive from their scholarship.