

## SAVANNAH STATE UNIVERSITY GUIDELINES FOR WRITING SCHOLARSHIP THANK YOU LETTERS

To promote good stewardship practices, it is customary for scholarship recipients to send thank you letters to donors who have established scholarships at Savannah State University. In order to maintain the connection between the donors and recipients, it is important that the thank you letter be written in a timely fashion. Your sentiment does not have to be long, but donors like to know something about the person who is receiving their scholarship. The Office of University Advancement offers the following suggestions to assist you when writing your letter.

- A sample letter is attached to assist you in writing your letter. **This is only to be used as a guide.** The important thing is to write in your own voice and to be sincere. Include the following information about yourself in the letter:
  - hometown
  - goals (present and future)
  - academic life (major, classification, GPA, etc.)
  - extra-curricular activities
  - community service
  - how the scholarship will assist/has assisted you in pursuing your studies at Savannah State University
  - Any additional information you want to share with the donor
- Because the letters will be printed on letterhead, they cannot be handwritten. Send your typed letters as an e-mail attachment to the Stewardship Coordinator, Ms. Honia Johnston at [johnstonh@savannahstate.edu](mailto:johnstonh@savannahstate.edu). Try and keep the length to one page so that everything will fit on the letterhead when printed.
- The Stewardship Coordinator will add donor contact information to your thank you letter and contact you by e-mail to come and sign your letter in The Division of University Advancement located at 5000 Jasmine Avenue (just outside of the Jasmine Gate.) Once signed, you will be given two copies; one for your records and the other validated (stamped and initialed by the Stewardship Coordinator) for Financial Aid.
- A validated copy of your scholarship thank you letter **must** be delivered to the Financial Aid office **BEFORE** you can receive the scholarship award.

If you have any questions regarding this process, contact Ms. Honia Johnston in the Office of University at 912-358-3047.

# **SAMPLE LETTER**

August 1, 2018

Savannah State University's  
Scholarship Committee  
3219 College Street  
Savannah, Georgia 31404

Dear Scholarship Committee;

I am honored to be the recipient of the \_\_\_\_\_ Scholarship at Savannah State University. Without scholarship patrons like you, there would be many students, such as myself, unable to pursue their education. I am glad to have an opportunity to thank you for your generosity.

I am currently a sophomore from \_\_\_\_\_, \_\_\_\_\_, majoring in \_\_\_\_\_ and my GPA is \_\_\_\_\_. My goals are to complete my degree here at Savannah State University and then pursue a \_\_\_\_\_ career in \_\_\_\_\_.

While attending school, I have been involved with the Student Government Association serving as president and I am currently a member of \_\_\_\_\_. I have also helped organize three campus blood drives and a food drive.

Receiving this scholarship motivates me to work hard and complete my degree. I thank you for making it possible for me to receive this award.

Sincerely,

Jane Doe