

THANK-YOU LETTER 101

EXPRESSING APPRECIATION FOR YOUR AWARD

Congratulations on receiving an award! The monetary value of your award was provided by a private donor—a person or an organization that wanted to help you succeed in your UPEI post-secondary experience. The most meaningful way to thank those generous individuals is to send a handwritten letter expressing your gratitude. A personal note from you reinforces UPEI's efforts to assure our donors that their support is appreciated. It also encourages them to continue support for future students.

THE TIPS PROVIDED HERE WILL GUIDE YOU AS YOU PREPARE YOUR THANK-YOU LETTER. PLEASE REMEMBER TO INCLUDE

- The official name of the scholarship or award
- An explanation of how the scholarship will help you in your UPEI experience
- Your academic major and career goals after graduation
- A sincere expression of thanks.

YOU MAY ALSO WANT TO INCLUDE

- Your home town and province
- Information about your family
- Indication of other family members who have attended or plan to attend UPEI
- Activities and organizations you are involved in on- or off-campus
- Information on classes you have taken or would like to take.

Need help with checking the spelling and grammar in your letter? Call The Writing Centre at (902) 628-4320.

THE MOST IMPORTANT FACTOR IN MAINTAINING SUPPORT FOR STUDENT AWARDS IS THE LETTER THAT YOUR DONOR WILL RECEIVE FROM YOU. THANK YOU FOR PREPARING YOUR LETTER WITH CARE!

When your letter is completed (please do so within two weeks of being notified as the award recipient), please bring it to the Department of Advancement reception, lower level, Steel Building. We will provide an envelope and/or stamps if you need them, and we will even mail it for you!



If you have any questions, please don't hesitate to call Rosie O'Malley-Keyes, Manager of Donor Relations in the Department of Advancement at (902) 894-2865 or email omalleykeyes@upe.ca.

