

## **Suggestions for Writing Your Thank You Letter**

- Keep letter to one page
- Tell us about yourself in a clear and concise manner
- Thank your donor(s)
- Be sure to proofread your letter, checking the name of your donor and scholarship(s) are correct. You may include...
  - Your hometown
  - High school and other experiences (if applicable) that led to your choice to study at Salem State
  - Activities you do outside of class (research, leadership, projects, work, organizations and societies, etc.)
  - Community service and volunteer activities in which you are involved
  - "After graduation, I plan to..."