**GUIDELINES FOR THANK-YOU LETTER TO DONORS—**

***(PLEASE KEEP LETTER TO ONE PAGE)***

Dear (Donor’s Name- leave blank and Donor Relations will fill in):

**Paragraph 1:**

1. Introduce yourself however you are comfortable: by name, year of schooling, major, a brief background of your family, hometown, high school, and hobbies.
   1. If you have written a thank you letter in the past, reintroduce yourself and provide some additional details.
   2. **If you have written a thank you letter in past years, PLEASE DO NOT RESUBMIT THE SAME LETTER. If you do so, you will be asked to submit another letter.**
2. Share academic extracurricular activities/organizations you belong to at the university and leadership roles you hold or have held.

\*\***For continuing recipients**: please provide any updates to the above information from the past semester/summer.\*\*

**Paragraph 2:**

1. State how their scholarship impacted you as a student and the difference it made in the opportunities you were afforded.
2. What you valued most about your education and your complete student experience while at the university.

\*\***For continuing recipients**: please provide any updates to the above information from the past semester/summer.\*\*

**Paragraph 3:**

1. Share your post-graduation plans/progress thus far (i.e. will you be working, continuing your studies, travelling abroad, etc.?).

\*\***For continuing recipients**: please provide any progress you have made or changes in your plans.\*\*

**Paragraph 4:**

1. Thank donor again for their generosity.

Sincerely,

Your Name

**Submit letter to Emily Kruger, Program Manager, Donor Relations and University Events at** [**scholarshipstewardship@case.edu**](scholarshipstewardship@case.edu)**.**