



GUIDELINES FOR DONOR THANK YOU LETTERS

A thoughtful note from a scholarship award recipient is very meaningful to donors or their living relatives. It gives them an opportunity to envision how their gift may make a difference in the life of a student and may also encourage continued scholarship support to other students like you.

A well written letter reflects favorably on you and will give the donor an insight about who you are, your goals, and your future plans. Your letter does not need to be long, but should include some basic information:

- Name of the scholarship
- A word of appreciation
- Information about who you are as a student
 - Class level
 - Major (if known)
 - A description of your educational plans/goals (see below)
- Make sure that your name is both signed and typed, (or legible, if hand-written).

Here are some ideas about what interests donors about our students:

- Future goals: What are they? Explain why you chose your course of study, and/or what steps you plan to take to achieve your goals.
- From which high school did you graduate and/or school did you transfer?
- Why did you choose CI in your educational plans?
- Tell about your family background and/or educational background.
- Describe your volunteer service.
- Summarize how the scholarship will assist you in reaching your educational goals.

Maria Elena Ramirez
Assistant Director of Financial Aid & Scholarships
California State University Channel Islands
One University Drive, Sage Hall, Office 1135
Camarillo, California 93012

If you have any questions, please feel free to call me at (805) 437-8405.

Thank you,

A handwritten signature in black ink that reads 'Maria E. Ramirez'. The signature is written in a cursive, flowing style.

Maria Elena Ramirez
Assistant Director of Financial Aid and Scholarships
CSU Channel Islands

(Letter Format)

[Your First Name] [Your Last Name]
[Home Address]
[City], [State], [Zip Code]

[Date]

Dear [scholarship name] Donor:

[Body of letter...]

Sincerely,

[Your Signature]
[Your Typed or Printed Name]