



Award/Scholarship Thank You Letters

As indicated in your award letter, Murdoch University requires that award recipients write a thank you letter to the donors associated with the award.

When you write your thank you letter, it is important to remember that you are representing yourself as well as the Murdoch University community. The recipient of your thank you will also appreciate the time and effort it took to produce an attractive, well-written letter. Thank you for taking the time to do this well.

Thank You Letter Guidelines

- Be sincere. Briefly tell your award donor why the aid you are receiving is important.
- Express gratitude. Use the words thank you.
- Tell the donor about your achievements.
- Be accurate. Have someone check your letter for correct spelling and grammar.

Please save your thank you letter as a PDF and send it through via email to scholarships@murdoch.edu.au

Go to **page 2** in this document to see an example of how to format a Thank you letter.

Please see below for an example of what your letter could look like:

Today's Date

Your Name

<Donor Name>

<Donor Company>

C/O Scholarships Office – Murdoch University

Dear <Donor>

[Paragraph 1]

Start by thanking the donor for your award. Name the award. Let your donor know how grateful you are to receive their support and how the award will help you.

[Paragraph 2]

In this paragraph, you can tell the donor about yourself. For example, where you are from, a little about your background before entering Murdoch, and some activities you are currently involved in.

[Paragraph 3]

Next, you can tell the donor why you chose Murdoch, what your plans are for the future, both long and short term. For example: employment goals & plans, special opportunities you've discovered at Murdoch and long-range career goals.

[Closing paragraph]

Thank the donor again, letting them know how much the award is valued.

Sincerely,

Your Name
