

- It is ALWAYS appropriate to show gratitude and demonstrate courtesy
- Promptly sending a thank you letter shows your initiative, follow-through, and character
- Single space and leave a blank line between each paragraph...left justify your text
- Use a basic plain font (Arial, Verdana, Times New Roman, etc.) and a font size of 10-12
- It is imperative that you use good grammar and accurate spelling...use a crisp, polished, positive, and focused writing style
- Ensure that you are spelling names correctly and using proper titles
- Letters should be personalized
- Express your appreciation for the opportunity to receive the scholarship/grant/fellowship

Your Name  
 Your Home Address  
 City, State Zip

Date

Addressee's Name  
 Addressee's Title  
 Company Name  
 Company Address  
 City, State Zip

*\* Note: You can obtain this information from the Chemistry office if you don't have it!*

Dear Dr./Mr./Ms. \_\_\_\_\_ (Last Name) :

*\* Use a colon unless you have a personal relationship...in that case, commas are fine*

State the reason for the letter...be specific about the scholarship/fellowship/grant you received and the amount of the award

Demonstrate how you intend to utilize the money and your long-term plans (but be positive...do not say that you are no longer pursuing the path for which you received the funding!)

Tell them why you are appreciative of the funds and how they will be of assistance to you  
 Reiterate that you will follow-up with any reports, etc. that are required for the funding (if necessary)

Repeat your appreciation for the funding

Sincerely (or Yours Truly),

*Jon Doe*

*\* Don't forget to sign your name!*

Your typed name