

Tips for Writing Donor Thank You Notes

Put the **date** on your note or letter.

Address your donors by their last name, such as “**Dear Mr. Wilson...**”

Include your **full name** and the name of your scholarship in your note.

Handwrite your note or letter. In the age of e-mail, our donors really appreciate a nice, handwritten note from you. (Hint - Some students like to write a draft and then copy it neatly to the thank you card.)

Tell them a little bit **about yourself**: your campus or community involvement, your academic major and career plans, hobbies – anything to give them a colorful picture of who you are. They love hearing about your accomplishments, too! Remember, they do enjoy hearing from you, even if you are unable to meet them at an event.

Let your donor(s) know **why you chose the University of South Carolina.....**was it the scholarship? Do you have family who are alumni? They will enjoy knowing why you chose our campus as your collegiate home.

You are representing the scholarship and University in your communication: it goes without saying, but simply be appropriate, and don't forget to say “**thank you**”.

If your signature is difficult to read, please legibly **print your name beneath it**, and put the name of your scholarship, or at least, *Carolina Scholar*, under your signature on each note you send them.

For more information or to have your notes mailed any time during the year:

Kathy Keenan, Assistant Director of Development
(put donor notes in her mailbox in Harper, Rm. 122)
keenan@sc.edu or 803.777.0620

How to put your note or letter into an envelope:



For a notecard, the front faces the reader when opening.

For a letter, if using 8.5 x 11 sized paper, it should be folded in thirds and placed in the envelope so that when the reader opens it, the letter will be ready to read and not upside down.