Saying “Thank You”

Named scholarships at Union are made possible through the generosity of Trustees, alumni and other friends of Union College. In establishing these funds, donors have given a great deal of thought to supporting the needs and recognizing the accomplishments of specific students. You should be honored to have received a named scholarship.

Those associated with your award would enjoy the opportunity to get to know you better. Past experience tells us that student letters to donors are particularly meaningful, often marking the beginning of a well-established student-donor connection. Your correspondence demonstrates your appreciation, as well as the meaningful impact of this scholarship on your life. The “tips” below are designed to help you with the letter writing process.

- Be thoughtful; **remember** you are representing **yourself and Union**. Before you actually write your correspondence, you may want to think through or “draft” your thoughts.
- Do not put a specific date on your letter; instead date it April 2013.
- Address your letter to the individual(s) as identified in correspondence from the Donor Relations Office.
- Express your gratitude for this scholarship/award; explain what this means to you.
- Do not thank the individual to whom your letter is addressed for selecting you for this scholarship/award. Union’s Financial Aid Office was responsible for your selection.
- Take your time, and avail yourself of a dictionary if you need to search for a particular word or check your spelling.
- Write in the “active voice”—avoid verb endings of “ing.”
- You may want to include the following information—class year, major(s)/minor(s), special experiences, favorite things about campus, sports and activities at Union, hometown, future plans, etc.
- While this letter is all about you, avoid starting each sentence with the word “I.” Simply rearranging your sentence’s structure can avoid this common “pitfall.” You should also watch the use of the same words/wording in consecutive sentences.
- Reread your note as you progress, and once you’ve finished, checking for grammatical and spelling errors. Make adjustments as needed.

If you have any questions please contact me:

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