

Thank You Letter Instructions & Helpful Hints

PLEASE READ THIS IN ITS ENTIRETY IN ORDER TO EXPEDITE THE SCHOLARSHIP ACCEPTANCE PROCESS

You will NOT receive your scholarship if a signed Thank You letter is not submitted. You are required to either email your thank you letter to scholarships@ben.edu, mail a signed copy of that letter, or drop off a signed copy. You will also need to attach a head shot to your Thank You letter in the upper right corner(it can be a photo from your phone about the size of a passport photo). If you are mailing in a copy of your letter you must include the headshot in the upper right corner of your letter and print it in color if possible.

If you want to digitally submit your letter you must print out your completed letter with the head shot in the upper right corner, sign it, scan it, and then email it to scholarships@ben.edu

Address you can mail your letters to:

**Benedictine University
Research and Development
c/o Scholarships
5700 College Road
Lisle, IL 60532**

If you want to drop off your letter in person, please do so at the following address:

**Benedictine University
Research and Development
5700 College Road
Krasa Basement – 035D
Lisle, IL 60532**

Writing your letter(s)

You are a scholarship recipient because you have met the requirements stated by the donor. Make the donor feel you are the best candidate for this award by writing a letter reflecting your values and the values of Benedictine University.

The letter should be one page in length and double spaced. Address the letter to the donor of the scholarship you have been awarded and include the name of the scholarship you received (many donors are listed on more than one scholarship).

Please be sure to address the letter to the donor listed in your award letter. Do not address this letter to the scholarship fund or the scholarship committee.

You may include any or all of the following ideas...

- Express your appreciation and thanks for receiving this scholarship
- Mention your personal circumstances and why the scholarship is important to you
- Tell the donor your major and why you chose this subject
- If you know what your profession will be after you complete your education, mention it and tell the donor why you have chosen this field
- List any awards, honors, or other personal accomplishments you have received throughout the years (ex. eagle scout award, academic honor roll, religious awards, etc)
- Include anything else you would like to share with the donor about yourself or your experiences

You do **not** need to include the following...

- The date
- Thanking the donor for *selecting* you. The donor does not usually select the recipient
- Your own personal address (You may include this if you want to, but are not required to provide any personal contact information. If you decide to place any personal information on the letter of appreciation, it will remain there for the donor to see)

Again, address this letter to the donor listed in your award letter. If you have misplaced the letter or email that contains the donor's name, please contact scholarships@ben.edu or 630.829.1805