



THANKING YOUR SCHOLARSHIP DONOR

Congratulations on receiving your scholarship award! You are required to write a thank-you letter and provide a photo of yourself for the donor of your scholarship. **Your funds will not disburse until you take this important step.**

It is important to let donors know their financial support is gratefully received, and they would also enjoy the opportunity to get to know you better. Your correspondence demonstrates your appreciation, as well as the meaningful effect of this scholarship on your life. Below are guidelines to help you write a thank-you note.

WRITING YOUR LETTER

Please write a minimum of 250 and maximum 400 words thanking your donor for their contribution to your education. Briefly tell your story by including information about yourself along with a photo. (Head-shot only – a “selfie” is fine)

Here's a list of items to include:

- **If this is a renewed award, say so.**
- Class year
- Academic major (or interests, if not yet declared)
- Hometown
- Extra-curricular activities
- Future plans/career goals
- Tell donors what their gift has allowed you to do
- Why you are appreciative (express your gratitude!)
- Any interesting details like your favorite thing about Pepperdine or your favorite Pepperdine memory

SUBMITTING YOUR LETTER

Is an online process an email will be sent to you with instructions. **Remember to proofread your letter for spelling and grammar!**

A sample thank-you letter has been provided below.

The Office of Donor Relations reviews all student letters and will make minor revisions; however, your letter will be placed back in a drafted status, if major revisions are needed, before sending to scholarship donors.

Contact your Financial Assistance Office, if you have any questions about your finalized letter, the online process or your award.

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Pepperdine School of Public Policy
christopher.j.jones@pepperdine.edu - 310-506-7490

EXAMPLE THANK-YOU LETTER (Do NOT Copy)

I would sincerely like to thank you for your contributions to my education through the XYZ Scholarship. As my junior year begins, it is important now more than ever that my time at Pepperdine is spent taking advantage of all the fantastic opportunities here. Your scholarship is a great example of my hard work paying off.

I am a film and screen studies major and hope this year to add a minor in French. In the future, I plan on working as a writer, director, and actor in the world of film. I have wanted to work in movies since I was ten years old and I am excited every single day to get to work and study in that field. Originally from New York, I come from a home where I was always supported for following my passions. This led me to Pepperdine University, three thousand miles away. I was raised by a single parent and am so grateful for both her support and yours. Coming to an expensive city and an expensive school comes with expensive bills. Knowing that scholarships like the XYZ Scholarship let me focus on my future career, and not my future debt, is a great relief.

In my spare time I love to travel around the city and see all it has to offer. Of course, seeing it through a lens is always better, as I not only love filmmaking but photography. Southern California is very different from my hometown in New York and I love to capture that. I also love singing, practicing martial arts, running, and biking.

Thank you so much for your contribution to my education. Pepperdine has actually given me more than just an education, it has given me a family of people who support me and my wild dream of becoming a filmmaker. I cannot thank you enough.

Sincerely,
Jane Doe
Class of 2030