



Thank You Letter Instructions

UW School of Pharmacy PharmD Scholarships | 2021 - 2022 Academic Year

Contact: Advancement Team | rxvgiving@uw.edu

Thank you letters are the most direct way to illustrate the impact that a scholarship has on your personal and educational journey. Delivered to scholarship donors, your letters are the best evidence that their support is truly making a difference at the School of Pharmacy for the next generation of Husky Pharmacy leaders. You are helping to keep our donors connected to the school and more likely to continue their support -thank you.

Your letters should be personal, warm and well written. It helps to share **your pride** in being a student at the School of Pharmacy, **your gratitude** for being selected and specifically how this scholarship will affect your education.

You will receive a request to log into **Beneportal**, the online portal for submitting your thank you letter(s). Please follow the instructions to establish your profile, confirming preferred name, department or area of study, hometown, graduation year and adding a high-resolution profile picture. Next, you can review information about your scholarship including the letter addressee in the "You Message To The Donors" section, under your profile. Here's a sample profile view:

PROFILE INFORMATION

Enter your profile information below, which will be provided to the donor:



IMG_4306.JPG

Change Profile Photo

Gunnar James Berg

Studying:

What are you studying?

Hometown:

Your hometown

Class Year:

Your class year

Notes

Provide any notes to the administrator who will review your submittal before sending it to the donor.

No notes

Text input field for notes

Add

Additional Documents

Upload any additional documents, including examples of your work or photographs, to illustrate your appreciation and accomplishments to the donor.

No documents

Text input field for documents

Add

Links

Include links to illustrate your appreciation and accomplishments to the donor.

No links

Text input field for links

Add

YOUR MESSAGE TO THE DONORS

Below, we are asking you to express your appreciation to the donors and to tell them a little about yourself. Our goal is to show donors the impact of their giving, so don't hold back. You can tell them why you chose the UW, what this award means to you personally and financially, and how this year is going for you, including milestones reached, awards you've earned, or challenges you've overcome. Whenever possible connect their support to your success. Please also consider the following background story of the fund(s) as it may help you to make a personal connection with the donors.

(5000 character limit)

Large text area for message to donors

HOW WE USE YOUR MESSAGE

By submitting this form, you agree that the University of Washington may share your story with the generous donors who made this award possible. Stories like yours help inspire additional gifts. In some cases, we might like to share your story with other donors or prospective donors. Do you grant permission to share your story (including your photo) with others beyond the donors of this fund?

- Yes
- Yes, but contact me first
- No

Cancel

Save for Later

Submit for Review



Write your thank you letter in the “Message to donors” section following the guidelines below.

Thank You Letter Guidelines

- Pay attention to the fund story and addressee. Donors can be alumni, family members of a deceased alum or an outside or corporate representative. Match the sentiment to the addressee’s involvement
 1. Example: *Family donors, scholarship in memory of deceased alumni*
“Thank you for supporting me through the Joan Douget Scholarship, in memory of your sister Joan”
 2. Example: *Corporate Scholarship*
“Fred Meyer’s partnership with the UW School of Pharmacy allows me to pursue a career in ambulatory care while also participating in multiple student organizations”
- Thank donors for contributing to a scholarship fund, not for selecting you. You were selected to receive your scholarship by the scholarship committee, not by the donor.
- Take care in writing the letter. It is critical that spelling and grammar be correct, especially your donor’s name! Donors have earned respect and have high expectations for professionalism. Write with the same attention to detail as you would in a job application.
- Write enough to fill at least half of a page if you are typing your letter. Donors love to hear what you have to say.
- Don’t use acronyms or abbreviations that are considered part of casual correspondence (i.e., gonna, wanna, BTW, ASAP, etc.). Spell out all words.

Use the sample format below as a guide while expressing your genuine appreciation for the scholarship

Sample Format

<p>Date</p> <p>Dear Mr. and Mrs. __,</p> <p>Paragraph one</p> <p>A paragraph that gives thanks for the scholarship. Express thanks to the donor for supporting the scholarship and how the scholarship will impact your education and personal life. Describe your reasons for choosing the UW School of Pharmacy, your academic goals, and the anticipated impact of the scholarship support.</p> <p>Paragraph two</p> <p>Let the donor(s) know about yourself, your background, why you chose to become a pharmacist, and why the scholarship is a fit for you. Mention work, internships, and volunteer activities with the UW School of Pharmacy that further your academic goals. Include your future goals after graduation.</p> <p>Closing Paragraph</p> <p>Reiterate your thanks for the scholarship.</p> <p>Sincerely,</p> <p>Your name</p>
