

## Northeastern University Student Thank You Letter Guidelines

Congratulations! You have been selected as a recipient of one of Northeastern's named, endowed funds. This scholarship was made possible by the generosity of alumni and/or friends of the university. We strongly urge you to write a letter of thanks to express your gratitude for the award. Thank you letters are a meaningful and sincere gesture of your—and the university's—appreciation of our valued private supporters.

What should you say in your thank you letter? Please include some information about:

- Yourself
- Where you are from/your family background
- Why you chose to come to Northeastern University
- Your academic pursuits, major, your career goals, plans for the future
- Awards/honors you have achieved
- Clubs and other extra-curricular activities in which you participate
- Volunteer activities/community service interests
- How the scholarship will assist you in pursuing your studies at Northeastern
- Co-ops, internships, or study abroad experiences

The letter may be typed or hand-written. Please read over the following guidelines when writing your letter, as it is important that they are followed. Otherwise we may not be able to give the letter to the donor:

- Address your letter to “The Trustees of” your specific scholarship
- Proofread—donors like to see that their money is going to support someone making the most of their education.
- Make sure to sign your letter.
- When you are finished writing your letter, please fold it and put it in an envelope to protect it.

Thank you in advance for your time and efforts to make this possible! Your act of appreciation can make all the difference to the people who support scholarship funds, people who truly value their commitment to making education a more accessible experience for students. Your letter can reinforce what they already know—that scholarships directly benefit deserving and talented scholars.

**Please forward your letter to the attention of:**

**CPS Students:** Maria Piasta  
40 Belvidere  
360 Huntington Ave  
Boston, MA 02115

**Day School Students:** Student Financial Services  
356 Richards Hall  
360 Huntington Ave  
Boston, MA 02115