

Thank you hints for writing to your donor:

A small investment of your time now will help assure that we can maintain and increase the amount of scholarship funds available for future Valpo students.

Here are some hints to help you write a letter your donor will read over and over again:

- Include your donor's name in the salutation.
- Thank your donor for his/her generosity in providing this scholarship, mentioning the name of the scholarship. Tell your donor how this scholarship makes a difference to your education.
- Include information about yourself – your major, hometown, activities and why you chose Valparaiso University. Include a picture if you'd like.
- Talk about your goals and future plans after completing your education at Valpo.
- Remember that your donor is essentially sponsoring part of your educational expenses and they want you to succeed.
- Close with your full name.
- Check and re-check spelling.
- Send your letter via e-mail to vudonor@valpo.edu in the Office of Institutional Advancement on campus and it will be forwarded it to your donor.