

Instructions for Students Writing Thank-you Letters

1. Simply write a warm and fact-filled letter to your benefactor on your computer (*the Political Science office will fill in the name and address of the scholarship donor*). It need not be lengthy. Be sure to include your thanks and proofread carefully.
2. Send your letter as text attachment via e-mail to: bielasia@indiana.edu, to be forwarded to the donor. Please include the name of the scholarship on the subject line. The Political Science office will notify the Office of Student Financial Assistance that you have fulfilled your obligation.
3. Questions? Call or e-mail one of the Political Science Undergraduate Advisors: Marsha Franklin (mfrankli@indiana.edu / 812 855-6308) or Joelene Bergonzi (jbergonz@indiana.edu / 812 855-6308).

Thank-you Letter Tips: *Suggestions on what to share in your letter*

- Name and class year
- Where you are from and your family background
- Comments on why you chose to come to Indiana University
- Your academic pursuits, major, courses of study
- Your career goals, plans for the future
- Awards or honors you have received
- Clubs and other campus activities in which you are involved
- Volunteer and community service
- Internships
- Study abroad experience
- Where you work during the academic year and/or over the summer
- How the scholarship will assist you in pursuing your studies at Indiana University
- Anything else your benefactor might find interesting about your life at Indiana University
- Expression of your appreciation for the financial support you receive from their scholarship