Congratulations on receiving a graduate award that will help you reach your academic objectives.

Donors get a great deal of satisfaction for many and varied personal reasons when they set up a scholarship award. Your acknowledgement of their contribution strengthens their commitment to graduate education at the University of Regina.

Here are some tips for writing a letter of appreciation to the donor:

1. It is a real letter – be sincere
2. Include the name of the award in your letter because some donors support more than one award
3. Describe how you will use the funds, referring to your field of study and the status of your research
4. Proofread carefully for spelling or grammatical errors
5. Make sure the donor receives your letter promptly

Template: On the following page you will find a brief draft (template) of some wording you may choose for your letter.

Send your letters to:

External Relations – Donor Relations
North Residence, University of Regina
Regina, SK  S4S 0A2

Or by email to: ur.giving@uregina.ca

Congratulations and best wishes for your continued success.

Further Information:
Manager of Graduate Scholarships and Awards
337-2236 or grad.funding@uregina.ca
Re: **Name of Scholarship**

Dear Donor

Thank you for making the *Name of Scholarship* award possible. I am delighted to have been selected as this year’s recipient.

During the tenure of this award, I shall ……… (Describe how you will use the funds, referring to your field of study and the status of your research)

The *Name of Scholarship* will play a major role in reaching my academic objectives.

Yours sincerely

Your Name
Your contact address
Phone or email if available