



FACULTY OF  
GRADUATE STUDIES  
& RESEARCH



University  
of Regina

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

Donors get a great deal of satisfaction for many 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. Tell the donor how much this funding means to you/its importance.
4. Proofread carefully for spelling or grammatical errors.

**Template:** Below, you will find a brief draft (template) of some wording you may choose for your letter.

**Please send your letters to:** University Advancement and Communications (UAC) at [awards.coordinator@uregina.ca](mailto:awards.coordinator@uregina.ca)

Congratulations again and best wishes for your continued success!

For further Information, please contact: Manager, Graduate Scholarships and Awards  
306 337-2236 or [grad.funding@uregina.ca](mailto:grad.funding@uregina.ca)

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*Date*

**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).*

*This funding has allowed me to.....(describe what this funding means to you/its importance to you).*

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

*Kind regards,*

*Your Name*

*Email address*