



## Scholarship Thank You Letter Guidelines

Scholarship thank you letters are a mandatory requirement of all donor-supported scholarship recipients at Babson College. Your letter should be sincere, appreciative, and written in a voice that feels warm and conversational. Below you will find suggested information to include and formatting requirements for your letter.

### Suggested information to include:

- Name, class year, and where you are from (home city, state, country)
- Challenges/obstacles you had to overcome to attend Babson
- Background information about upbringing and family
- What did you do over the summer and/or what recent experiences (in high school or a gap year) helped prepare you for college?
- Why did you choose Babson College?
- Language that expresses gratitude and excitement to meet donor
- Recent accomplishments, achievements, awards, etc.

### Formatting Requirements:

- First line of letter should read: Academic Year 2017-2018
- Address your letter to the name provided in the attached notification email
- Use Georgia font, Size 11
- Single spaced
- Include your name, class year, and email address in your signature block
- Review your letter, check spelling, grammar, and appearance

**Your scholarship thank you letter is due on or before Monday, August 21<sup>st</sup>.**

Please email your Word document (not PDF) to Stewardship Associate, Carol Douglas, at [cdouglas@babson.edu](mailto:cdouglas@babson.edu) or 781-239-5146. Carol is available to answer any questions you may have.