

## TIPS

- ✓ No spelling errors
- ✓ No grammar errors
- ✓ Write an appropriate salutation
- ✓ Identify the scholarship you received and the amount you were awarded
- ✓ Include the following in your letter: classification, major/minor, hometown, Purdue activities, high school activities for incoming freshman, special interest, future plans, family history and most importantly, what the scholarship means to you personally
- ✓ Sign the thank you letter

Following these tips will show the donor that you truly care about their generous donation, which will help make your college education a reality.

You may choose to write or type your thank you letter.

Please send a copy of the letter/note to Lori Pence Barber, Assistant Director of Academic Programs. Send the letter as an attachment to [lbarber@purdue.edu](mailto:lbarber@purdue.edu) or by mail to Lori Pence Barber, Assistant Director of Academic Programs, College of Agriculture, 615 W. State Street, West Lafayette, IN 47907.