



THANKING SCHOLARSHIP SUPPORTERS

CONGRATULATIONS ON YOUR SCHOLARSHIP!

The merit scholarship you are receiving is made possible by a generous donor, often a member of our alumni community, who is grateful for the great things the law school did for them and wishes to make sure that you can enjoy those same great opportunities.

We place a very high value on gratitude and acknowledgment. Thanking your donor, their family, or the person whom the scholarship is named for is very important.

This document includes requirements for writing your thank you letter, an example letter with format and content tips to consider, general information about scholarship endowments, and answers to some frequently asked questions.

QUESTIONS?

Check out the [FAQs](#) on pages 3-4.

INQUIRIES REGARDING LETTER WRITING:

Alumni Relations & Development
thankyou@law.utexas.edu

INQUIRIES REGARDING YOUR FINANCIAL AID AWARD:

Texas Law's Financial Aid Office
512-232-1130
lawfinaid@law.utexas.edu

LETTER WRITING REQUIREMENTS

1. Type your letter in Microsoft Word and follow the structure shown on the next page. Please use this Word document template to ensure that your text fits on our letterhead: [Download the Word template](#).
2. Letters should be one page in length.
3. You have been sent an email for each scholarship that you've been awarded. Each email includes the name of the scholarship and its supporters:
 - *If you have been awarded a named scholarship, please use the appropriate formal salutation listed in the email.*
 - *If you have been awarded scholarships from the Dean's Scholarship Excellence Fund, Texas Law Scholarship, or if the supporters of your scholarship have passed away, the email will ask that you write your letter to "Dear Benefactor".*
4. **Your letter will be reviewed by Alumni Relations & Development staff.** Letters that are too brief, contain errors, or are identical to letters mailed last year will be sent back to the student to rewrite and resubmit. **Copies of previous years' letters are kept on file; please be sure to make substantial updates each year.**
5. Please review the important formatting and content tips on the next page.
6. Proofread and spell-check your letter.
7. **Submit your letter, in Microsoft Word, to the [scholarship portal](#) by the deadline of October 1.**

CONTENTS

- 1 LETTER WRITING REQUIREMENTS
- 2 LETTER FORMATTING & CONTENT TIPS
- 3 FAQs

SUBMISSION DEADLINE: OCTOBER 1, 2022



LETTER FORMATTING AND CONTENT TIPS

Date

The Salutation for each scholarship has been sent to you by email

If you have more than one scholarship, please double check that the Salutation name corresponds to the correct scholarship!

Dear Salutation,

INTRODUCTORY PARAGRAPH: Say thank you/express gratitude to the donor, family member, or representative for their support and state the full name of the scholarship. For example: "I am honored to be a recipient of the Sally Jones Memorial Scholarship in Law," or "Thank you for supporting my education through the Sally Jones Memorial Scholarship in Law." If you did not receive a named scholarship, please thank them instead for their support of student scholarships in a general sense. For example, "As a recipient of a scholarship from Texas Law, I'm writing to thank you for supporting my education." *Remember that donors do not select scholarship recipients, so please do not thank them for choosing you. Please do not include dollar amounts.

PRO TIP:
Be authentic
Be specific

PARAGRAPH 2: Write general information about yourself, such as your hometown, undergraduate school, other degrees you might have, work experience, family background, and/or experiences or life situations that led you to pursue a degree from The University of Texas School of Law.

Capitalize "The" when writing "The University of Texas School of Law"

PARAGRAPH 3: Discuss your present situation: You might include volunteer activities, student organizations or journals you have participated in, your favorite class or professor, a class or professor that you are looking forward to taking, areas of law that interest you, what your plans are for the summer or after graduation. You might also include what you enjoy about Texas Law specifically, or what makes this place special for you.

PARAGRAPH 4: Conclude the letter and connect your activities, interests, and/or goals to the financial support you are receiving. This is an opportunity to say how the award will help you specifically achieve your goals or pursue your interests. Say thank you one more time.

Sincerely,

Inked signatures are not required. Please include an electronic signature here or remove the space.

Your name

Your address

Your city, state zip

**DOWNLOAD
THE WORD
TEMPLATE**



FREQUENTLY ASKED QUESTIONS

Where do I submit my letter?

Upload your thank you letter as a Microsoft Word document to the [scholarship portal](#) on or before **October 1**.

You will receive an email notification once your scholarship letter is approved. The Alumni Relations & Development Office will take care of mailing it.

Why am I having trouble uploading my letter to the scholarship portal?

Please make sure to save your letter with letters and numbers only; special characters (like apostrophes) in the file name are not allowed. A file name such as "O'Brian Scholarship Letter 2021.doc" **will not upload**. Change it to "OBrian-Letter-2022.doc" to upload successfully. If you rename your document and are still experiencing issues, please email thankyou@law.utexas.edu.

I am writing to the same person I wrote to last year. Can I use the same letter?

Please use this opportunity to provide updates to your scholarship supporter. Letters that do not have meaningful changes over last year's letters will be sent back to you to revise. Oftentimes you are writing to the same person each year. Your latest correspondence should read like an update.

My scholarship has multiple donors/I have received more than one scholarship. Can I use the same thank you letter?

Yes, but please be sure to fine tune each letter to the person who is receiving it. The person who is being thanked for one letter might be the family member of a deceased scholarship honoree and the next recipient may be a representative of a foundation who created a scholarship. Please be sensitive to the unique situation of each letter recipient.

If you have any questions about the relationship of your letter recipient to your scholarship award, email Yvette Alvarado at lalvarado@law.utexas.edu.

Will I have the opportunity to meet my scholarship supporter(s)?

The Law School plans to host a **scholarship luncheon on Friday, October 21** on campus for scholarship supporters and student recipients. Alumni, friends, and students have found this event very meaningful.

Scholarship recipients who are invited to the Scholarship Luncheon are expected to attend.

Invitees will receive an email with details and RSVP information.

Do I need to file my FAFSA to receive my scholarship funds?

If you are a U.S. citizen or permanent resident, you are required to file the FAFSA to receive your scholarship funds. [If you have not filed the FAFSA, please see this link to do so.](#)

When do I receive my funds?

Scholarship funds will be released after your thank you letter is approved by the Alumni Relations & Development Office. Electronic disbursements take 2 to 3 business days to be deposited; a mailed check may take up to 7 business days to arrive. Ensure that paymentinfo@austin.utexas.edu is on your email's safe sender list to receive confirmation of each payment.

To track the status of the disbursement of your scholarship funds, you can visit UT Austin's ["Where's My Check?" website](#).

Please note:

- Your scholarship will appear as a pending credit on your tuition bill.
- Pending scholarship funds will not credit your account until your thank you letters are approved by the Alumni Relations & Development Office.
- If you prefer that your scholarship pays tuition directly, please prioritize completing your thank you letters as soon as possible. **The tuition deadline for Fall 2022 is Thursday, August 25 at 5 PM.**

Questions about your financial aid award may be directed to lawfinaid@law.utexas.edu or 512-232-1130.

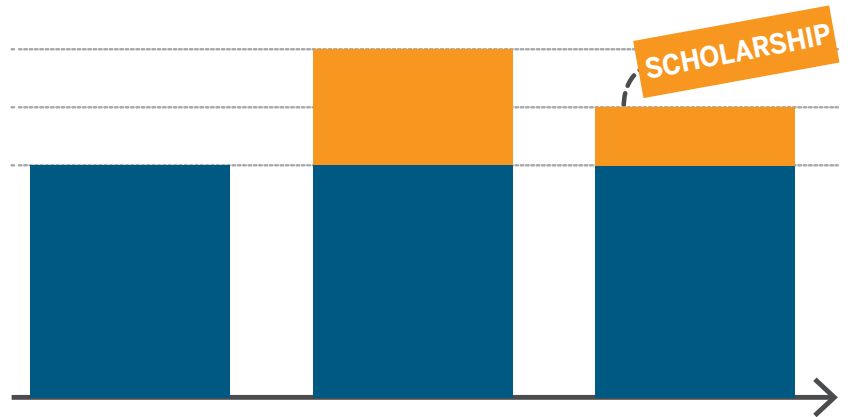
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WHAT IS AN ENDOWED SCHOLARSHIP?

Why am I being asked to write a thank you letter?

An endowed scholarship is an investment made by an alumnus or friend of the law school—an investment in your success.



GIFT

A gift is made and forms the principal.

INVEST

The principal is protected, invested, and it grows. The [University of Texas Law School Foundation](#), a separate 501c3, protects and invests many of the Law School's endowments.

GRANT

A portion of the fund's value is distributed annually forever. The scholarship you have received was invested by another person to support your law school education (sometimes many years ago!).

IMPORTANT LINKS:

Scholarship Requirements and Policies:

law.utexas.edu/financial-aid/financial-support/scholarships/texas-law-scholarship-requirements-and-policies

Word Template for Writing Letters:

law.utexas.edu/wp-content/uploads/sites/37/2021/08/Scholarship_TY-Letter_Example_FY2022_WEB.docx

Scholarship Portal:

law-utexas.academicworks.com/users/sign_in

UT Austin's "Where's My Check" Page:

utdirect.utexas.edu/acct/checks/index.WBX

Scholarship Luncheon – Oct. 21, 2022:

Please [SAVE THE DATE](#) for Friday, October 21 for the Scholarship Luncheon.