



# 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](mailto:thankyou@law.utexas.edu)

## INQUIRIES REGARDING YOUR FINANCIAL AID AWARD:

Texas Law's Financial Aid Office  
512-232-1130  
[lawfinaid@law.utexas.edu](mailto:lawfinaid@law.utexas.edu)

## LETTER WRITING REQUIREMENTS

1. Following the template on the next page, type your letter in Microsoft Word. 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 as a word document (.doc) to the [scholarship portal](#) by the deadline of October 1.**

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- 3 FAQs

**SUBMISSION DEADLINE: OCTOBER 1, 2023**



# 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 your benefactor 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.

**PARAGRAPH 3:** Discuss your current endeavors and pursuits. 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, and/or your plans 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.

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

**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 (.doc) 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.

## What should I title my letter file to ensure it will upload to the scholarship portal?

To ensure your .doc will upload, title your letter file after the following: Year-First&LastName-TYLetter. If you have been awarded multiple scholarships, add a number to the end of the file name.

Ex:

2023-JaneSmith-TYLetter1

2023-JaneSmith-TYLetter2

If your file is titled like the example shown above and you are still experiencing issues, please email [thankyou@law.utexas.edu](mailto: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 [thankyou@law.utexas.edu](mailto:thankyou@law.utexas.edu).

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

The Law School will host a **scholarship luncheon on Friday, September 15** 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.** [RSVP by September 11, 2023.](#)

## 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 non-grant scholarship funds?

Any loans and/or grants awarded to you will be disbursed upon your confirmed enrollment; **however, your endowed scholarship funds will not be released until your thank you letter has been 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](mailto: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 is the fourth class day of the semester.*

Questions about your financial aid award may be directed to [lawfinaid@law.utexas.edu](mailto:lawfinaid@law.utexas.edu) or 512-232-1130.

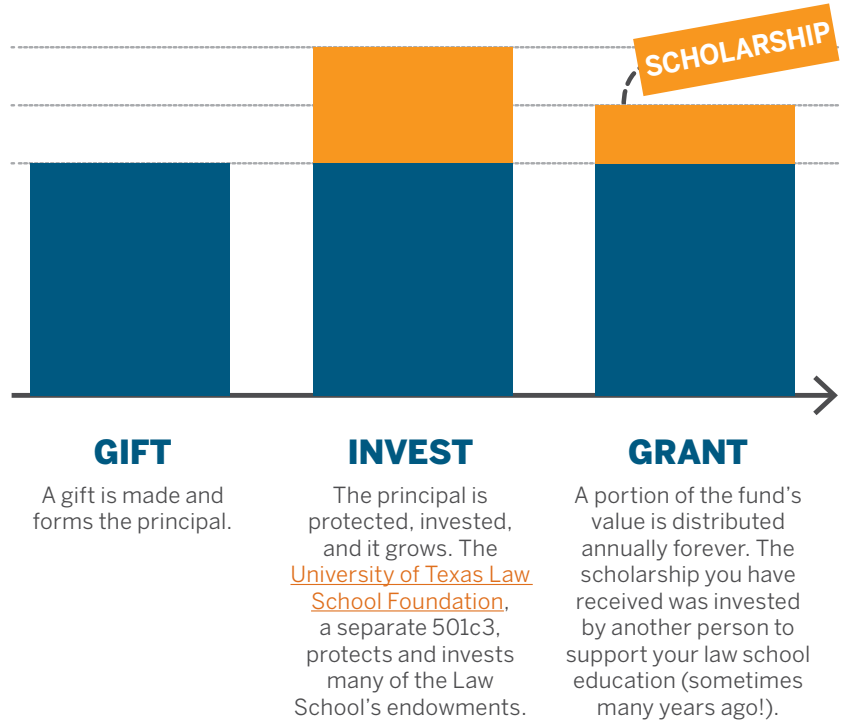
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# WHAT IS AN ENDOWED SCHOLARSHIP?

## 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.



## IMPORTANT LINKS:

### Scholarship Requirements and Policies:

[law.utexas.edu/financial-aid/financial-support/scholarships/texas-law-scholarship-requirements-and-policies](http://law.utexas.edu/financial-aid/financial-support/scholarships/texas-law-scholarship-requirements-and-policies)

### Word Template for Writing Letters:

[https://law.utexas.edu/wp-content/uploads/sites/37/2023/07/Scholarship\\_TY-Letter\\_Template-Example\\_WEB.docx](https://law.utexas.edu/wp-content/uploads/sites/37/2023/07/Scholarship_TY-Letter_Template-Example_WEB.docx)

### Scholarship Portal:

[law-utexas.academicworks.com/users/sign\\_in](http://law-utexas.academicworks.com/users/sign_in)

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

[utdirect.utexas.edu/acct/checks/index.WBX](http://utdirect.utexas.edu/acct/checks/index.WBX)

### Scholarship Luncheon – September 15, 2023:

<https://sl23.eventfarm.com/>