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 her or him 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 to us.

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

Questions?
Check out the FAQs!

Inquiries regarding letter writing:
Yvette Alvarado
lalvarado@law.utexas.edu

Inquires regarding your financial aid award:
Texas Law’s Financial Aid Office
512-232-1130
lawfinaid@law.utexas.edu

Letter Writing Requirements
Letters should be typed in Microsoft Word and follow the format on the next page.

Letters should be one page in length.

You have received an email informing you of what scholarship award(s) you have received:

- If you have received a named scholarship, please use the appropriate formal salutation. The recipient’s name has been emailed to you.

- If you have received an award from the Dean’s Scholarship Excellence Fund, Texas Law Scholarship, or if the supporters of your scholarship have passed away, please write your letter to “Dear Benefactor”.

Proofread and spell-check your letter. 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.

Please review the important formatting and content tips on the next page.

October 1 is the deadline for submitting your letter, in Microsoft Word, to the scholarship portal.
LETTER FORMATTING AND CONTENT TIPS

Date

Dear Salutation,

Introductory Paragraph: Say thank you/express gratitude to the donor, family member, or representative for his/her/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.

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 law degree from The University of Texas School of Law.

Paragraph 3: Discuss your present situation: You might include volunteer activities, organizations you participate in, areas of law that interest you, classes you enjoy/are looking forward to, or professors you enjoy/are looking forward to, what your plans are after graduation (if applicable). You might also include what you have enjoyed 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,

Leave space to sign your name. Your handwritten signature will be required.

To minimize in-person contact, inked signatures are not required this academic year. Please include an electronic signature here or remove the space.

Your name
Your address
Your city, state zip code
Your email address

If you have concerns about including your contact information, please reach out to Yvette Alvarado at lalvarado@law.utexas.edu.
FREQUENTLY ASKED QUESTIONS

Where do I submit my letter?
Upload your thank you letter as a Microsoft Word document to the scholarship portal 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 without any special characters (such as punctuation) in the file name. A document name such as “O'Brian Scholarship Letter 2020” will not upload. 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 the student.

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.

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

Where can I find the addresses for the scholarship supporters I’m writing to?
The Alumni Relations & Development Office will address your letters and mail on your behalf.

Is a handwritten signature still required?
Not for the Fall 2020-Spring 2021 academic year. To minimize in-person interactions, we will not require an inked signature on your thank you letters. The final step is to upload your letters to the scholarship portal.

In previous years, students were asked to handwrite their signatures in the Alumni Relations & Development Office or in the atrium.

Is there a scholarship luncheon this year?
We will not be hosting an event this fall. Last year, the Law School hosted a luncheon in the fall for our scholarship supporters and student recipients. Our alumni, friends, and students have found this event very meaningful. We look forward to hosting the luncheon in the future.

When do I receive my funds?
Your scholarship funds will be released once your thank you letter is approved by the Alumni Relations & Development Office. Financial Aid officers will be notified that you are approved and will release your scholarship funds. 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. Questions about your financial aid award may be directed to lawfinaid@law.utexas.edu or 512-232-1130 (during business hours).

To track the status of the disbursement of your scholarship funds, you can visit UT Austin’s “Where's My Check?” website.