



# 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, general information about scholarship endowments, and answers to some frequently asked questions.

## QUESTIONS?

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

## INQUIRES REGARDING LETTER WRITING:

Yvette Alvarado

[lalvarado@law.utexas.edu](mailto:lalvarado@law.utexas.edu)

## INQUIRES 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. Type your letter in Microsoft Word and follow the structure shown on the next page. Please use our 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 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".
4. Proofread and spell-check your letter.
5. **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.**
6. Please review the important formatting and content tips on the next page.
7. **Submit your letter, in Microsoft Word, to the [scholarship portal](#) by the deadline of October 1.**

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- 2 WRITING & FORMATTING TIPS
- 3 FAQs

**SUBMISSION DEADLINE: OCTOBER 1**



# LETTER FORMATTING AND CONTENT TIPS

Date

Write to "Dear Benefactor," if the email you received did not include a specific recipient's name.

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.

**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.



Capitalize "The" when writing "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,

**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



If you have concerns about including your contact information, please email Yvette Alvarado at [lalvarado@law.utexas.edu](mailto:lalvarado@law.utexas.edu).

**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](#) 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 2021” will not upload. If you rename your document and 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 the 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 [alvarado@law.utexas.edu](mailto:alvarado@law.utexas.edu).

### 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?

For the Fall 2021-Spring 2022 academic year, inked signatures are NOT required on thank you letters. The final step is to upload your letters to the scholarship portal.

### Is there a scholarship luncheon this year?

We are excited for the opportunity to invite a number of scholarship supporters and student recipients to connect virtually in Fall 2021. While we look forward to holding an in-person event in the future, the current public health situation affords a personal connection.

**If we are able to arrange a virtual connection for your scholarship, you will receive an email from Yvette Alvarado with details.** If you would like to meet with your scholarship supporter but have not yet received details, email Yvette at [alvarado@law.utexas.edu](mailto:alvarado@law.utexas.edu).

### 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 your letters 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](mailto: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](mailto: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](#).

### 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.

### It’s the Spring semester and I just found out a I have an award—when are my letters due?

For scholarships that you were notified of in the Spring semester, please upload your corresponding thank you letters to the scholarship portal no later than May 22.

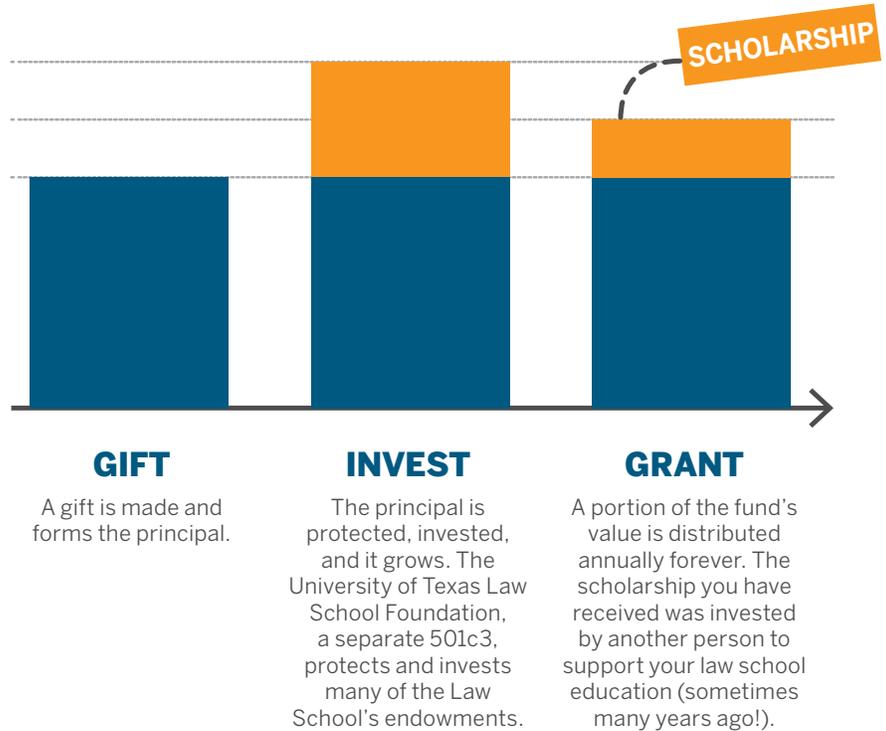
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# WHAT IS AN ENDOWED SCHOLARSHIP?

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

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



## IMPORTANT LINKS:

### Scholarship Requirements and Policies:

<https://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/37/2021/08/Scholarship\\_TY-Letter\\_Example\\_FY2022\\_WEB.docx](https://law.utexas.edu/wp-content/uploads/sites/37/2021/08/Scholarship_TY-Letter_Example_FY2022_WEB.docx)

### Scholarship Portal:

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

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

<https://utdirect.utexas.edu/acct/checks/index.WBX>