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 who 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 FAQ!

Inquires regarding letter writing:
Yvette Alvarado
512-232-1566
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”.

Proof-read 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.

The deadline for submitting your letter, in Microsoft Word, to the scholarship portal is May 5.
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. 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,

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

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 512-232-1566 or lalvarado@law.utexas.edu.
Where do I submit my letter?

Upload your thank you letter as a Microsoft Word document to the scholarship portal before May 5.

Once your letter has been approved, you will receive an email notification with instructions to visit the Alumni Relations & Development Office to sign your thank you letter and address an envelope. When that is done, the Alumni Relations & Development Office will take care of mailing it.

Do I have to email my letter to thankyou@law.utexas.edu?

To keep things simple, please upload your thank you letter, in Microsoft Word, to the scholarship portal. This keeps all things related to your scholarship in one place.

I’m studying abroad! How do I get this done?

Upload your thank you letter, as a Microsoft Word document, to the scholarship portal, and email an image of your signature (.png or .jpeg preferred) to thankyou@law.utexas.edu. The Alumni Relations & Development Office will add your signature and mail your letter on your behalf.

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?

Addresses will be given to you when you sign your letter in the Alumni Relations & Development Office.

Can I sign my letter privately?

Yes, email Yvette Alvarado at lalvarado@law.utexas.edu to set up a date and time.

Last year I had to take a picture of my signed letter on my phone and upload that image. Do I still have to do that?

No, this step is no longer necessary.

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 confirm that you have been attending classes, that any relevant tuition and fees have been paid, and that you have a zero balance on your student account. At that point, they will direct that your scholarship funds be released to you. Electronic disbursements take 2 to 3 business days to be deposited; a mailed check may take up to 7 business days to arrive.

To track the status of the disbursement of your scholarship funds, you can visit UT Austin’s “Where’s My Check?” website. Also, make sure to add paymentinfo@austin.utexas.edu as a safe sender to your email as the University always sends notification emails for every disbursement of funding with an anticipated date of deposit with your bank.