



University of New Haven

LINDA H. LINDSAY MEMORIAL ENDOWED SCHOLARSHIP

The Linda H. Lindsay Memorial Endowed Scholarship was established in 2010 by UNH alumnus Todd D. Lindsay '78 in honor of his late wife, Linda.

A life-long resident of West Haven and 1973 graduate of West Haven High School, Linda succumbed to breast cancer at the age of 40. After graduating from the dental program at Eli Whitney Technical School, she worked in a dental practice in New Haven prior to joining Connecticut Blue Cross/Blue Shield Anthem, where she worked for 12 years.

The Lindsay Scholarship, which is based on merit and/or financial need, is designated for students majoring in hotel and restaurant management who have completed their high school studies and requirements from a state in New England. If no student meets the above criteria, the award is given to students in the College of Business from a state in New England.

THANK-YOU NOTE INFORMATION

Please address your thank-you letter to:

Mr. Todd D. Lindsay

Address the letter to:

Linda H. Lindsay Memorial Endowed Scholarship
University of New Haven
Office of Advancement
300 Boston Post Road
West Haven, CT 06516

Please return your thank-you letter to the financial aid office and it will be forwarded to the donor.

THANK YOU 101

Writing a great thank-you letter for your scholarship

Congratulations! As a recipient of an endowed scholarship, you are the beneficiary of a gift made possible by the generosity of UNH alumni and friends. Your hard work has been recognized, and now it is your responsibility to write a note to express your appreciation to those who made this scholarship possible. Your thank-you letter is a great way to tell the donor about yourself and show them how their gift has made a difference in your life. Donors like to hear how their gifts lead to greater things.

Things to Include in Your Thank-You Letter

- When thanking the donor(s) for his/her/their generosity in establishing the scholarship, be sure to include the name of the scholarship. Express your gratitude and appreciation for the financial support and explain how it will help. Remember, the donor did not select you as the recipient, but provided the funds for the scholarship. "Thanks for making the NAME OF THE SCHOLARSHIP possible..." "I am honored to receive the NAME OF THE SCHOLARSHIP." "The NAME OF THE SCHOLARSHIP makes it possible for me to concentrate more fully on my courses." "I am glad to have the opportunity to express my thanks for NAME OF THE SCHOLARSHIP." Be sincere. Don't exaggerate your need, but don't shy away from telling a donor that their gift makes a difference in alleviating some of your financial concerns.
- Share with the donor a bit about yourself, such as where you grew up, details about your family (include if there are any UNH alumni in your family or if there are other college-aged siblings), what led you to choose UNH or any obstacles you may have had to overcome to attend UNH.
- Tell the donor about your current situation, your year in school, your major(s), your minor(s), things you enjoy about UNH, organizations/extracurricular/community service projects/activities that you participate in, internships you're doing or plan to do, accomplishments or achievements, etc.
- Talk about your goals and aspirations, your immediate- and long-term plans, what you intend to do with your degree or how you are going to give back to the community.
- Conclude your letter with a sincere thank you.

Tips on Writing Your Thank-You Letter

- Be thoughtful, concise and sincere. Remember you are representing yourself and UNH. The literacy demonstrated in your letter is a reflection on all of us.
- Your letter can be typed or hand-written. Either is acceptable. If you decide to write your letter, make sure it is neat and legible.
- Keep your letter to no more than two (2) pages.
- Use quality paper, personal stationary or a thank-you card. No torn-out loose leaf or notebook paper. No fancy designs or bright colors.
- Do not use email for your letter. Do not fax your letter. A letter signed by you is a much more personal touch and shows the donor(s) his/her/their scholarship was important enough for you to take the time to present yourself in a professional manner.
- Begin with the correct and formal salutation and title. (Mr., Mr. and Mrs., Ms., Dr., or the company/foundation name)
- Give the letter your own unique touch and show your enthusiasm for receiving the scholarship. Refrain from using lingo.
- While this letter is about you, **avoid** starting each sentence with the word "I." You can avoid this common pitfall by simply rearranging your sentences structure. Also, pay attention to the use of the same words/wording in consecutive sentences.
- Use words and phrases such as "thank you," "gratitude," "generosity," "I appreciate," "I am grateful," "I am honored" and "my sincere thanks."
- **Proofread your letter.** Check all spelling and grammar. Ask someone else to read it.
- Make sure your letter has a neat appearance.
- Make sure you sign your letter.

Sample Thank-You Letter

Use this sample as a guide to create a meaningful thank-you letter.
Show your personality through your letter.

Date

Mr./Mrs. First and Last Name of Donor or

Name of Organization

Name of Scholarship

Address

City, State Zip

Dear Donor Name (Mr./Mrs/Ms.) or Organization Name:

(Opening Paragraph: State the purpose of your letter)

I am writing to express my sincere gratitude for making the (Name of Scholarship) possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

(Middle Paragraphs: Use the guidelines on the front of this sheet to share with the donor information about yourself, your current situation, goals and aspirations.)

I am a senior majoring in political science and minoring in national security, and I have already started the process of looking for employment with the federal employment. This semester, I am taking a global studies class and a special topics course, which focuses on the United Nations. These classes will provide insight on the development of the global community and outline the importance of understanding the trends of globalization. I recently began a part-time job with the Institute for the Study of Violent Groups, which was created by a UNH professor. I work on an internal database to input terrorists acts, criminal activities and military operations into a system that correlates links between violent crime groups and terrorists organizations on a regional basis. This opportunity is both challenging and rewarding.

(Closing Paragraph: Close by thanking the person again, tell them why the scholarship is important to you and make a commitment to do well with the donor's investment.)

You have lightened my financial burden, which allows me to concentrate on my studies as I begin work on my senior honors thesis in addition to investigate my options with the FBI in the New Haven Field Office. I am touched by your generosity and willingness to help me achieve my goals. Thank you again for your support.

Sincerely,
Sign your name here

Type Your Name
Your Address
City, State Zip

A Helpful Tip...

Google "thank-you letters for scholarships" and you'll find other samples of thank you letters.

Frequently Asked Questions

How do I find out the name of the donor?

If the name is not listed in your award letter, contact Paula Mortali (pmortali@newhaven.edu or 203-479-4579) in the Advancement Office to identify the donor.

What if there is more than one donor?

If there are multiple donors to the scholarship, you should send a letter to each person.

To whom do I write and address the letter, and where do I send it?

Address the letter to the donor, not to a UNH staff member. If the donor is anonymous, please address the letter "To whom it may concern." Address the envelope to:

"Scholarship Name"

Office of Financial Aid

University of New Haven

300 Boston Post Road

West Haven, CT 06516

The thank you letter will be forwarded to the donor.

When should I send the thank-you letter?

Send the thank-you note as soon as possible after you receive notification of your award. The longer you wait, the more likely you are to forget to acknowledge the gift.

What else can I do to show my appreciation?

- If you are invited to an event to honor the donors and recipients of scholarships, be sure to attend.
- If your scholarship is renewed, send a letter to the donor each year, updating your progress in school and how their ongoing support has helped you accomplish your goals.
- Send another letter after graduation to let the donor know what you will be doing.
- Donors are often alumni who received scholarships when they were students. After graduation, remember how the scholarship helped you. When you are in a position to do so, consider making a gift to support UNH scholarship funds and continue the tradition of giving.



Mark and Francesca Ceccorulli, creators of the Louis A. Ceccorulli Memorial Scholarship, and the 2012-13 recipient of their scholarship at the Endowed Scholarship Luncheon.