

Bumpers College Letter of Appreciation Guidelines and Requirements

Please be advised that funds are disbursed to students accounts at the start of the term, however **only** if the required finalized letter of appreciation has been received. Please follow the guidelines and requirements below.

STEP 1 - COMPOSE YOUR LETTER OF APPRECIATION:

Letters of Appreciation must:

- **NOT** include your address or date
- Be **TYPED**
- Have 1” margins
- Not use any stationery that includes the college or university logos. Only blank paper or non-college stationery will be accepted.
- Be one page in length
 - Single-spaced with double spacing between salutation/closing and main body
 - Do not indent the first lines of paragraphs
- Use 10pt or 12pt Times New Roman
- Be error free (spelling, grammar, **correct** college name, **correct** scholarship name, and **correct** donor)
 - *College name options:* **Dale Bumpers College of Agricultural, Food and Life Sciences** or **Bumpers College**

Follow this format:

- Salutation – “Dear *name*” – Donor first names are not included in the salutation.
- Paragraph 1 – Express your appreciation to the donor for your financial assistance through the scholarship award.
 - INCLUDE the CORRECT, FULL name of the scholarship (*See award correspondence*).
 - DO NOT include the scholarship value; instead, use a general thank you for this “generous gift,” “wonderful scholarship,” “much appreciated assistance,” or a similar phrase.
- Paragraph 2 – Tell the donor about you. What year you are at the UofA (incoming freshman, new transfer student, junior, etc.), your major, your hobbies, other interests.
 - *New freshmen* include what high school you are graduating from and in what activities you have been involved.
- Paragraph 3 – Tell about your future plans: what career you want to pursue, if you want to study abroad, or if you want to earn an advanced degree
- Paragraph 4 – Thank the donor again. Let them know how important this scholarship is, and if you hope to help future students through scholarship donations after you begin your career.
- Closing and Name – Leave 2-3 lines of blank space for your signature between the closing and your typed name.

NOTE: If there are multiple recipients for your letter(s), or you have multiple scholarship awards requiring a letter of appreciation, you have the option to submit just one drafted letter for approval. If choosing this option, you must indicate in the submission email that you wish to use the same letter for multiple recipient(s) and/or scholarship awards, listing the associated scholarship awards. You will also have the option to use existing approved letter(s) of appreciation drafted that cycle for any subsequent scholarships award offers in the same academic year.

STEP 2 – SUBMIT YOUR LETTER FOR REVIEW:

- Email your drafted letter as a Word (.doc or .docx) attachment (**NO** .pdf, GoogleDoc, .pages, etc.) to bumpschl@uark.edu by the deadline indicated in your offer correspondence.

STEP 3 – SIGN AND SUBMIT YOUR FINALIZED LETTER:

You will receive your reviewed finalized letter of appreciation via email from bumpschl@uark.edu.

- Print your finalized letter on 8 ½” x 11” plain paper.
- Sign this copy** with blue or black ink and submit the signed finalized letter by the deadline indicated in your offer correspondence either in person (AFLS E-202), or by mail to:

Bumpers College Scholarship Office
1 University of Arkansas, AFLS E202
Fayetteville, AR 72701