

STEP 1 - COMPOSE YOUR LETTER OF APPRECIATION:

Letters of Appreciation must:

- NOT include your address or date
- Be **TYPED**
- Have 1” margins
- Do not create 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 paragraphs
 - Do not indent the first lines of paragraphs
- Use a 10pt or 12pt font (Times New Roman preferred)
 - Be error free (spelling, grammar, **correct** college name, **correct** scholarship name, and **correct** donor)
 - *Note the college name is: 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. INCLUDE the CORRECT, FULL name of the scholarship (*See award letter*). 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 enough blank space for your signature to be placed between the closing and your typed name.

STEP 2 - SUBMIT YOUR LETTER FOR REVIEW:

- Email your letter as a .doc or .docx attachment to **Kaitlin Gragnano**, Project Director for Scholarships and External Relations By **May 1st**

STEP 3 - SIGN and MAIL YOUR LETTER:

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

- **Within one week**, print your reviewed letter on 8 ½" x 11" plain paper.
- **Sign this copy** with blue or black ink and bring it to the Bumpers College Deans' Offices in AFLS E108, or mail the signed letter to:

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