As a fellowship recipient, you are expected to submit a thank you letter to the Engineering Scholarship Program prior to the release of their award. Your thank you letter introduces you to your donor and provides you the opportunity to convey your appreciation. The Engineering Scholarship Program mails the thank you letters to the donors. **Please do not send thank you letters directly to your donor.**

**Thank You Letter Hints:**
- Always put your return address, phone number, and e-mail address at the top of the letter so the donor can write you if they choose.
- Do not mention the amount of the fellowship award in the letter, but do include the name of the fellowship.
- If there are multiple thank you contacts listed for your award, you'll need to submit a separate copy of your thank you letter for EACH person listed.
- If you’re writing your letter to the same donor as last year, please make sure you write a NEW letter, and update them on your college career. They really do read your letters!
- Review the background information for your fellowship to find out more about your donor.
- You communicate your intelligence through correct spelling and grammar. Use the spell check and the grammar check. Always proofread what you write!

**Tell the donor about yourself**
- Hometown
- Family background
- Undergrad work and experiences influencing your choice to study engineering at UT

**Tell about your present situation**
- Research area
- Things you enjoy about college or look forward to
- Organizations in which you participate
- Internships or co-ops that you are doing or plan to do
- Tell how the fellowship has helped you

**Tell about your future plans**
- What you hope to accomplish while at UT
- Future career plans

**View your thank you letter contact information and submit your letter online** through the "View My Scholarship/Fellowship Awards" section of the Engineering Scholarship Student Menu. [https://utdirect.utexas.edu/engine/scholarship/index.WBX](https://utdirect.utexas.edu/engine/scholarship/index.WBX)
- Click on your fellowship code (provided in your award notification) for this year
- Click on "Thank You Information" to view your thank you letter contact(s).
- Click on "Submit Thank You Letter" to upload and submit your letter.

After submitting your letter, it will be sent via email to the Engineering Scholarship Program where we proof and print your letter. You receive a copy of the submission via the email address you entered, so you know it was submitted properly. We only email you again if there is a challenge with your letter. The online thank you letter status indicates when the letter is reviewed, not when you emailed it. It takes time for letters to be reviewed. A sample thank you letter follows.
Generous Alum, Ph.D.
1234 Some Street
Somewhere, TX 12345

Dear Dr. Alum:

Thank you very much for your contribution to the School of Engineering. I am a recipient of the 2018-2019 Generous Alum Friends of Alec Annual Scholarship.

I am from the small town of Katy, Texas right outside of Houston. I attended Katy High School, where I was an active member of Mu Alpha Theta and Junior Engineering Technology Society (JETS). Much of the influence I received towards engineering and the sciences came from the activities I took part in as a member of these two clubs and from my high school math and science teachers. My math teacher encouraged me to become an engineer.

When I arrived at UT, I chose Chemical Engineering because I was always very interested in chemistry. I wanted to combine this love of chemistry with my interest in engineering and problem solving. I had also heard of UT’s nationally recognized engineering program. Once I came here and experienced all that UT has to offer, I am proud to call myself a Longhorn!

I am now a sophomore in Chemical Engineering. While at UT, I have been a member of several engineering societies, including American Institute of Chemical Engineers and Society of Women Engineers. I will graduate in the spring of 2021, but I would like to continue my education at UT. I hope to receive my Ph.D. in Chemical Engineering with an interest in polymer science. Someday I would like to be able use the education I received at UT to design and operate polymer reactors.

I really appreciate your generous scholarship support. It has helped me greatly by allowing me to concentrate more on schoolwork without having to worry about finances. I would not be as far along in my education without your support. I would have had to take several jobs to support myself through college. Again, I am very thankful for your contribution.

Sincerely,
Your Name Here