

**City University of Hong Kong  
Student Development Services**

**Tips on Writing a Thank You Letter / a Report for a Scholarship/Award**

**Objectives:**

- A thank you letter serves to express your gratitude to the donor of a scholarship/prize/bursary/loan and to acknowledge the receipt of the donation.
- A progress report aims to enable the donor to know how you have benefited from the scholarship/award and your progress of the study/project which has been sponsored by the donor.

**Do's:**

- Do EXPRESS your gratitude in the thank you letter or the report. You may share with donor in what ways the scholarship/award has helped you.
- Be ACCURATE in grammar and spelling. A letter with grammatical and spelling mistakes will adversely affect the impression you leave to the donor. Proof read and get someone else to proof read. Don't just rely on spell check.
- Be ACCURATE in the information as quoted, such as the name of the donor and scholarship/award, the amount of the scholarship/award you have been granted. In case of doubt, do check first. NEVER TAKE ASSUMPTION or just COUNT ON MEMORY. You can imagine how upset the donor will be if his/her name has been mistaken.
- Be SERIOUS when you are writing a report. Don't just cut and paste from your personal BLOG. Do go through the information on your scholarship/award scheme, such as selection criteria, condition and objective of the award scheme, etc. You may adopt the "5Ws and 1H Approach" to help you to prepare your report. Below are some examples for you to start off:
  - **What** –What is the objective of the scholarship scheme? What is the expectation from the donor/scholarship scheme? What should be included in your letter/report?
  - **Why** – Why did you apply for the scholarship and why have you been selected for the award? Do you wish to share with the donor your strengths, achievement and aspiration, etc.?
  - **When** – When is the deadline for submission of the report/letter? Don't miss it!
  - **Where** – Where should the letter/report be submitted to?
  - **Who** – Who will read your report/letter? Who is the receiver? Will the readers have some expectations on your report? Who can give you advice?
  - **How** – How can you present your message clearly and logically? Will photos and stories be useful to elaborate your ideas? In a progress report, your donor will definitely be interesting to share your self-reflection and aspiration, if any.
- You may have your thank you letter typed. Do remember to give your full name, and the name of your university. Without your full name and details, donor may not be able to identify who you are.
- A letter without sender's signature is incomplete. Do remember to sign on it.

**Don'ts**

- NEVER ask for extra money/sponsorship from the donor. In case you do have financial difficulty, you should approach SDS to apply for financial assistance.
- NEVER use notes paper for the sake of convenience. Use proper letter sheet and envelop.
- DON'T use jargons and abbreviations that may not be understood by the donor/reader, such as "FB" and "CCIV", etc.
- DON'T try to be funny.
- DON'T rush but you should complete the letter/report by the deadline as given by SDS.

**Remarks**

In case of queries, you are always welcome to approach SDS for advice.