Instructions and Checklist for submitting Thank You Letters

1. Each letter should be typed on an 8.5 X 11 sheet of white paper and at least one page in length (submit two copies of the letter to the office of financial aid). The thank you letters should not be on professional or personal letterhead.

2. Use the following thank you letter as a guide for composing your own thank you letter. Please do not copy this sample thank you letter, rather make every attempt to submit a personalized letter that reflects your personality and situation. The sample thank you letter includes all of the information we believe is necessary for an appropriate thank you letter.

3. It is inappropriate to include your student I.D. number in the thank you letters, however, please supply your student I.D. number to the office staff so that there will be no errors in crediting you with submission of thank you letters.

4. Please do not date your thank you letter, nor list your address on your thank you letters.

5. The Office of Financial Aid will not copy letters for students. It is the student’s responsibility to submit signed original copies to the Office of Financial Aid prior to May 4, 2007.

6. Understand that any letters that do not meet the criteria (i.e. not long enough, does not include the requested information, not signed, etc.) will be requested via campus e-mail to be rewritten or the student will risk losing the scholarship.

7. Remember that the Office of Financial Aid delivers your thank you letters directly to the donors who fund your scholarship. Please make sure your thank you letters are appropriate to send to the generous men and women who give sacrificially to the Seminary.

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Checklist for submitting thank you letters

☐ My letters are typed on a regular sized sheet of white paper.
☐ My letter is addressed to “Dear Friend of Southwestern”
☐ I have included in the thank you letters information about my degree program, my call to ministry, my family, and my church activities.
☐ I did not date my letters, and I did not include my contact information or student I.D. number in the thank you letters.
☐ I signed both copies of my thank you letters.
☐ I have supplied the Office of Financial Aid with my student I.D. number.
Dear Friend of Southwestern,

Thank you very much for your assistance in financing my seminary education. The scholarship will be of great value as I [explain why this scholarship will be beneficial to you, your family, and your academic pursuits]. This will help me to pay for seminary without sacrificing more of my time that I need to study.

I feel that God has called me to Southwestern Baptist Theological Seminary in order to prepare to [explain what you believe God has called you to do and how you chose Southwestern to pursue your calling]. I am currently pursuing the [include degree program] degree. In this program, I have the opportunity to study [use a few sentences to explain what you are studying in your degree program, and how that will aid you in your ministry now and in the future]. By pursuing this degree, I believe that I will be better prepared to [preach/teach/spread/share] God’s Word effectively. In the last several months, God has placed on a heart a burden for [use a few sentences to describe more specifically what God has placed on your heart for ministry and service – the more specific you are the better because the donor gets to know the desires of your heart!]

I am a [single/married] student from [hometown, state]. My family [tell about your family – parents/spouse/children/etc.]. I have been blessed to meet some wonderful friends who will be partners in ministry for the rest of my life. I have also become actively involved with [tell about activities in which you are involved at school]. Currently I am serving as [use a few sentences to tell about where you are serving in a church, either on staff or lay ministry].

As I look forward to the future and the vision for ministry that God has placed on my heart, I will owe a great deal to you for your generous gift to the Seminary. Your willingness to give to Southwestern will have a magnificent impact on the future of the church and missions for years to come. Thank you again for your generous gift. I will be praying for you. May God bless you and your family.

In Christ,

[Your Name with signature]