



Acknowledgment letter guidelines

For scholarship recipients

Recipients of donor-funded scholarships are invited to write a letter acknowledging their scholarship donors once they have accepted the scholarship offer. This guideline provides some considerations for what to include, and what the purpose of this letter is.

Please note that this letter is not compulsory, it is an **optional invitation** that you can decide to accept or decline with no effect on your scholarship eligibility or continuation.

As indicated in your scholarship conditions, Notre Dame requires all scholarship recipients to write an *Annual Scholarship Update* at the end of each calendar year throughout their scholarship term. **This update is separate to the acknowledgement letter.**

The acknowledgement letter provides an opportunity for recipients to express the impact of the scholarship to the donor, and for the donor to hear directly from the student. You might wish to thank them for the opportunity, tell them a bit about yourself, or state how your scholarship will impact and bring value to your studies and experience at Notre Dame. These letters can serve to demonstrate the value of their gift and often helps secure continuing gifts to support future students.

When you write your letter, please remember that you are representing yourself as well as the Notre Dame community.

The invitation for you to write an acknowledgment letter will come from the Advancement Office at Notre Dame, you can provide your letter directly to them although please also include scholarships@nd.edu.au in your email.

Your acknowledgment letter will be forwarded onto your scholarship donors, so you will not need to contact them directly.

Provided below are some considerations to assist you in writing your letter.

- The acknowledgment letter does not need to be longer than a few paragraphs, and we would encourage you to not exceed one (1) page.
- You are welcome to thank your scholarship donors and express how the scholarship has helped you.
- You might wish to talk about your aspirations for the year ahead, and how your scholarship will support this, this can be a combination of both academic and personal pursuits.
- For privacy reasons your scholarship donors are unlikely to have read your scholarship application, so you may wish to tell them a bit about yourself if you feel comfortable doing so.
- Be sincere, ensure your letter is true to your feelings and that you use correct spelling and grammar.

Remember, writing the acknowledgment letter is optional and it is important that your studies or your wellbeing are not unduly affected by accepting this invitation. Should you have any concerns or if you require assistance or support, please contact the Scholarships Coordinator, Ana Ferreira Manhoso at scholarships@nd.edu.au or by calling 08 9433 0545.

Version:	1
Established:	August 2023
Last modified:	
Responsible Office:	Student Success