

**THANK YOU NOTE SAMPLE - 1**

***The note below is from one of the previous CFTG recipients, use it as a sample and not as a reference. Submit the note in a separate document.***

Dear Cullen Foundation,

I am honored to have been selected as one of the recipients of the Cullen Graduate Fellowship Travel Grant fellowship for the 2023-24 academic year. I would like to take this opportunity to thank you for your generous contribution towards my academic career.

It has always been my goal to study the origin of human knowledge – how little one’s learning takes place and grows into a mature mind. Specifically, how infants learn about the world around them through the support of their caregivers and environment. By earning a Ph.D. in Psychology from the University of Houston, I can investigate the emergence of learning among infants in monolingual and bilingual households. This presentation focused on the unique experience of children exposed to multiple languages in their daily lives, which is not widely studied. Your investment gives me the opportunity to further my educational pursuits without the heavy financial burden that otherwise would not be possible.

Thank you for your vote of confidence and generous contribution. I am grateful for the opportunities that it will provide me.

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**THANK YOU NOTE SAMPLE – 2**

***If the sample below will be used, ensure you submit the note in a separate document.***

Dear \_\_\_\_\_,

I am honored to have been selected as one of the recipients of the \_\_\_\_\_ fellowship for the \_\_\_\_\_ academic year. I would like to take this opportunity to thank you for your generous contribution towards my academic career.

It has always been my goal to earn a degree in \_\_\_\_\_ from the University of Houston. Your investment gives me the opportunity to further my educational pursuits without the heavy financial burden that might have made my dreams of \_\_\_\_\_ impossible.

Thank you for your vote of confidence and generous contribution. I am grateful for the opportunities that it will provide me.

Sincerely, \_\_\_\_\_

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### **THANK YOU NOTE WRITING TIPS**

Your scholarship was made possible through the generous support of a donor or donors who care about students and education. We need your assistance with communicating the importance of your scholarship to the donor. The donor is interested in hearing about your experiences and what you hope to accomplish by attending the University of Houston. You can share with them whatever personal information you feel comfortable sharing. Also be sure to thank the donors for their generosity. Some possible topics for your note are:

- How the scholarship has made a difference in your life and education
- Why you chose the University of Houston
- Academic course work, including research and off-campus studies
- Extracurricular or co-curricular interests, including music, dance, drama, student organizations, sports, or other activities
- Future plans at UH and after graduation
- Interesting information about your major and school year
- Positive experiences you have gained from the University of Houston.
- Proofread, Proofread, Proofread

Please address your thank you card to the scholarship donor, <Cullen Foundation>.

Remember, the person you're contacting may not be the initial donor of the fund, but they are the person with whom the university has regular contact with regarding the scholarship.