

Thank-You Note Specifications for Applied Music Scholarships

Contents of Your Note:

A note can be typed or handwritten, but should always contain the following elements:

- Date
- Salutation with appropriate form of patron's name
- Body of the letter including some combination of: excitement about what your lessons, pieces you are working on, an invitation to your upcoming performance, what you value about your music
- Complimentary close (e.g. "Yours truly,")
- Your full name

It is highly appropriate to include a small poster for your concert, should you have one.

Stationery:

Thank-you notes must arrive in an unsealed envelope with the name and address of the patron written legibly and suitable for mailing. Your name and mailing address should appear in the upper left corner. The USPS recommends that this be typed or handwritten in block letters. (See illustration below.) The patron information can be found in the email notifying you of your scholarship award. No postage is necessary, but the envelope is part of the assignment.

<p>YOUR NAME YOUR ADDRESS STANFORD, CA 94305</p> <p>DONOR NAME(S) DONOR ADDRESS CITY, STATE ZIP</p>

Example of envelope format. Allow room for the department to affix postage to upper right corner.

Plain 8.5 by 11 letter paper works fine, or your personal letter paper, or choose an appropriate greeting card. (If in doubt, check with Rowen in the Music office.)

Neatness and legibility are key. If in doubt about formatting, you can type the letter, following a basic business letter format. (See illustration or find one on the web.)

Again, make sure the patron's title and name are correct. Academic patrons' names in particular should appear with whatever honorific is shown in the award email.

If you choose to handwrite a note, balance the text block in the rectangle of the page, leaving a margin on each of the four sides.

Tips:

This is an opportunity to create a favorable and potentially lasting impression with someone who shares your interest in music, is generous of spirit, and is giving you funding. Good form and graciousness count.

Fancy paper is definitely not required, but refrain from "borrowing" stationery from your department, and keep things neat and clean.

Timeliness with your note is important. The university oversees the thanking of donors.

A basic block-letter format appears on the next page.

Your Address
Stanford, CA 94305

Date (Month Day, Year)

Full name of donor (Dean/Dr./Ms./Mrs./Mr./etc plus First and Last Name).
Title or Position of donor, if there is one
Donor's Street Address
City, State ZIP

Dear Dean/Dr./Ms./Mrs./Mr./etc. Last Name:

Body of Letter
.
.

Closing,

Signature

Your Name (Printed)