

The Education University of Hong Kong
Student Affairs Office

Guide to Writing Thank-you Letters

The majority of scholarships offered at EdUHK are funded by general donations from individuals, corporations, and charitable foundations in the community, as well as alumni.

Writing a thank-you letter is a small gesture on your part, but it means much to the donor by letting him/her know the gift is appreciated and how it will directly benefit you, the student.

To receive the award, you are required to write a thank-you letter to the donor. Please include the following:

- Put these at the top of the letter as in the common format of letter-writing:
 - Date
 - Name of donor
 - Title of donor
 - Name of organisation
 - Address
- Begin with the salutation “Dear Dr/Mr/Ms xxx (surname)”. If your donor is anonymous, please use “Dear Donor”.
- The name of the scholarship - **make sure the name is correct. You may put it in the subject line, or it should be mentioned in the first paragraph.**
- Express your gratitude to the donor.
- Write something about
 - how much the award means to you
 - your personal goal and dream
 - how you plan to pursue the goal/dream with the scholarship
- **Remember to sign the letter, either insert your e-signature or in handwriting.** Type your full name, programme of study, year of study, and “The Education University of Hong Kong” under your signature.
- The letter should be one page in length, consisting of words only.
- You may write the letter in Chinese or English (please refer to the email notification of the scholarship), to be typed or written legibly.
- Proofread carefully.
- You may write a thank-you card in addition to the letter.
- Colour photos are welcome, e.g., students receiving a scholarship for visual arts, music, sports, immersion, exchange, etc. Explain the photos with captions. The photos should be attached to the thank-you letter, not included in it.
- You may make an appointment for an English Consultation/Online Consultation session at the Arthur Samy Language Learning Centre (ASLLC) to seek advice on the thank-you letter: <https://asllcnewsys.eduhk.hk/>