

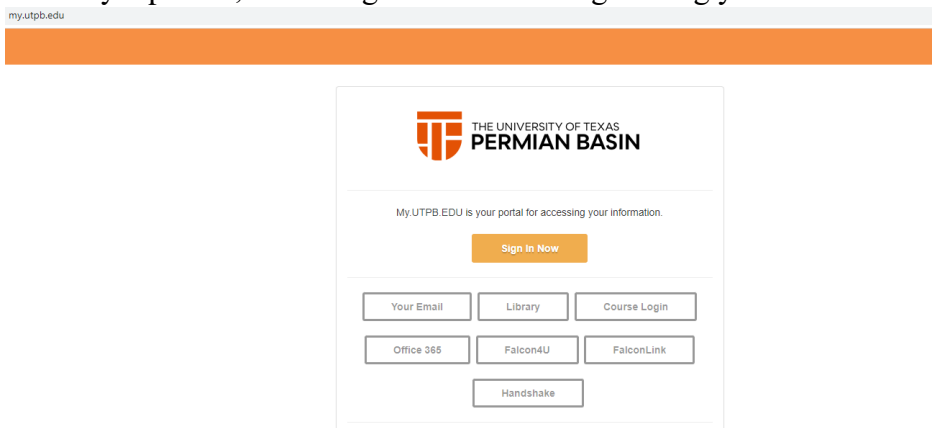


UT PERMIAN BASIN™
OFFICE OF FINANCIAL AID
& SCHOLARSHIPS

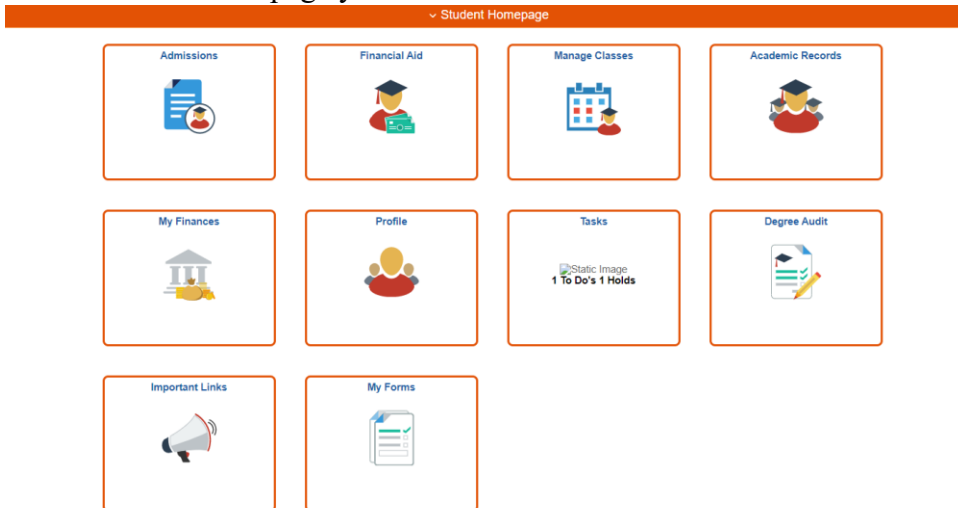
How to submit a Thank you Letter

Recipients of UT Permian Basin scholarships are required to compose a note or letter of appreciation to the scholarship donor or contact person for their award. The people who make these awards possible have made an investment in your education and enjoy hearing from you. The letter must be typed. No handwritten letters will be accepted. Please submit your letter of appreciation for the scholarship you received to the Financial Aid & Scholarships office.

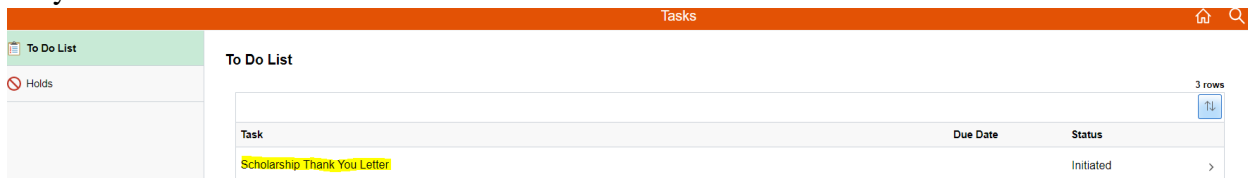
1. Visit my.utpb.edu, click “Sign in now” and login using your Falcon ID and password.



2. On the student homepage you will find the “Tasks” tile.



- View “Scholarship thank you letter” checklist status, if initiated we have not received one for you.



- Compose a thank you letter by following the template and suggestions below.

MONTH XX,XXXX

Scholarship name goes here

Dear Donor,

I would like to take this opportunity to thank you for your generosity in awarding the _____ (name of scholarship) to me. I am very honored to be the recipient of this award.

I am currently a _____ (classification) majoring in _____, and my GPA is _____. I have completed ___ credit hours. My goal is to complete my degree at the University of Texas Permian Basin and then work for an organization in the Permian Basin area.

Receiving this scholarship motivates me to maintain my GPA and complete my degree. I look forward to being able to give back to the community once I begin my career. I thank you for your confidence and willingness to help me achieve my goals.

Sincerely,

Your full name goes here
Student ID number (10 digits)

*Your name and where you are from
*Family information
*Why you choose UTPB

*Major & degree you are seeking
*Expected graduation date

*Career plans
*Educational background

- Once completed submit your typed letter via email to scholarships@utpb.edu or in person at MB1225.