

## SCHOLARSHIP THANK YOU LETTER

### Guideline for recipients

All scholarship recipients are required to write a letter of thanks to the donor or benefactor of the scholarship. Not only is this a great way to show your appreciation and gratitude, but it also enables the donor to see how their much-needed support adds value the lives of our students and contributes to the ongoing development of the broader artistic sector. The acknowledgment and appreciation of continuing support is of great value to the donor as well as to future recipients who may also benefit from the generosity of these donors.

The thank you should take the form of a brief letter, generally no longer than a page. Personal accounts are always appreciated but if you are unsure of what information to include the following outline may be of assistance.

1. Intro: Should be addressed to Dear Trustee of the [SCHOLARSHIP NAME].
2. First paragraph: Should introduce yourself, the scholarship you were awarded and a brief thank you/appreciation for the support.
3. Second paragraph: How will this scholarship help you? For example outline how you will be using these funds. Examples include: supporting your study through purchasing of materials, travel, rent, lessons etc.
4. Artistic Biography  
Include a brief biography. Please include this in the letter rather than a separate document. This should include details about your background, past studies and teachers, recent accomplishments (Performances, exhibitions, etc), key interest areas (eg. Opera, figurative drawing) and extracurricular activities. You may also wish to include your CV and/or copies or images of your work (if relevant). You can choose not to provide personal details as we understand your right to privacy.
5. Please email the letter to [fineartsmusic-scholarships@unimelb.edu.au](mailto:fineartsmusic-scholarships@unimelb.edu.au), lodge at <https://finearts-music.unimelb.edu.au/future-students/scholarships/accepting-your-scholarship>

Please double check for grammar and spelling.

We will forward this letter on to the donors on your behalf.