

## INTERNSHIP GRANT THANK YOU LETTER

Dear Student,

Congratulations again on your internship grant award! Internship grants are made possible by generous donors who have contributed to BYU to assist students like you in obtaining educational experience outside the classroom. The Economics Department requires grant recipients to complete a thank you letter to express appreciation to the donor(s). Please submit this letter before your internship ends.

- Do not include any private information (SS #, phone #, address, birthday, etc.)
- Remember, your letter will be given to the donor of your scholarship(s)
- Be appropriate in the things you write and in the photograph you select
- Each section of your letter should be a minimum of four sentences
- The Economics Department reserves the right to request a revised thank you letter if the submitted letter is deemed inappropriate

### INTERNSHIP GRANT THANK YOU LETTER CHECKLIST

The following sections are required in the body of your thank you letter in order for it to be accepted:

- About You
- About Your Internship
- What You Learned from the Internship and Future Plans
- Gratitude to the Donor

Please check for the following in your thank you letter:

- Check for and fix any punctuation and grammar errors
- Proper salutation (Dear [Name of Donor])
- Date at the top of the letter
- Body of letter: Each of the above sections formatted in separate paragraphs, but do not title each section
- Closure of the letter (Sincerely, etc.)
- Include a picture of yourself on the letter or as an attachment

An example thank you letter format is on the next page.

(Date)

Dear [Insert name of donor here],

(About You - minimum of four sentences)

(About Your Internship - minimum of four sentences)

(What You Learned from the Internship and Future Plans - minimum of four sentences)

(Gratitude to the Donor - minimum of four sentences)

Sincerely,

(Name)