



## Newcombe Scholars Tips for Writing Your Thank You Note

Your thank you note shows your gratitude for the Charlotte W. Newcombe Scholarship. More importantly, it shares your goals and how the funding will help you achieve the goals. If you choose to include your return address on the thank you note, the Newcombe Foundation will send you a note of encouragement back! Who doesn't love receiving mail?

*A strong thank you note:*

- Only needs to be two paragraphs, so it is clear and direct
- Introduces you with a sentence or two about your educational journey so far, and what inspires you as a mature student.
- Includes a few sentences about your educational career goals. We love to hear about what you want to do when you graduate!
- Connects with a short statement about how the funding you receive will help you achieve those goals.

Your thank you note can be typed up in a Microsoft Word Document or a handwritten note on a card or stationary.

Please address your note to the agency or individuals named in your letter.

If you have any questions about your letter, feel free to contact Lindsey Mosvick, Associate Director at the Center for Women & Gender Equity by email ([imosvick@wcupa.edu](mailto:imosvick@wcupa.edu)) or phone 610-436-2163.

**Please send your Thank You Note to the Center for Women & Gender Equity by Sunday, August 30th using one of the following methods:**

MAIL	IN-PERSON	Email
Lindsey Mosvick Center for Women & Gender Equity 214 Lawrence Center West Chester University West Chester, PA 19383	Center for Women & Gender Equity 214 Lawrence	Imosvick@wcupa.edu