

Letter-Writing Instructions

Process

Your letter will be reviewed by one of our proofreaders and once approved printed on letter head and signed by you.

Format

- Please use formal salutation ("Dear Mr. and Mrs. Smith"; "Dear Dr.").
- Express appreciation for the award.
- Offer biographical information: hometown, undergraduate school, etc.
- Career plans, if known, and why you believe Morehouse School of Medicine will help you achieve your goals.
- Brief description, if applicable, of how the scholarship has encouraged you.
- Reiterate your appreciation for the award.
- Close by thanking the donor again and letting them know how much their support means to you.
- If you've written previously to the donor for this award, update him/her on what you have been doing since you last wrote.
- **Do not send the letter from the previous year.**

Letter Set-Up

1. Date letter: **August 18, 2014**
2. Top margin: 2.0"
3. Write letters with correct grammar and punctuation.
4. Two (2) spaces at the end of each sentence.
5. No abbreviations, spell out Street, Drive, Road, etc.
6. Refer to MSM as the Morehouse School of Medicine.
 - Bottom: 1 inch | Left/Right: 1.25
 - Font: 12 pt. font | Times Roman
 - Justify: Left justify, everything should be on the left, **do not** indent the paragraphs.

The Office of Institutional Advancement needs an electronic final copy of your letter for our files.

- Save the document on your thumb drive (you may save more than one letter per document).
- Title the document: Smith J – 1st year – William Hearst (name of scholarship).
- **E-mail all letters as an attachment to giving@msm.edu and to yourself.**

Please make sure that you have followed the directions that are written on the next page and that it is free of errors. If you have any questions, I may be contacted at 404-752-1086 or mthomas@msm.edu or Pat Clark 404-752-1736 or pmitchell-clark@msm.edu.

Thank you,
Michele Thomas