



*We are proud you are
an HKU scholarship recipient!*

How to write a Thank-you Letter

Scholarship programmes offered at HKU are, for the most part, funded through generous donations made by our alumni, corporate foundations, organisations, and friends of the University. Writing a thank-you letter/sharing report is a small gesture on your part but it has a big impact on the donor by letting them know their gift is appreciated and how it will directly benefit you, the student.

What to include in the sharing report

- Begin with the salutation (e.g. Dear HKU Foundation).

*If your donor is not listed, please put “Dear Donor”.

Scholarship Titles	Donors
▪ HKU Foundation Entrance Scholarship	HKU Foundation
▪ Centenary Scholarship Fund	Centenary Scholarship Fund
▪ Cheng C. Chiu Scholarship for Outstanding Medical Students	Dr May Helen Chiu
▪ HKU Class Giving Scholarship	HKU Class Giving Scholarship Fund
▪ Hon Ping Entrance Scholarship for Nigerian Students	Mr Walter Ng
▪ Huacheng Chinese Culture Scholarships	Mr Zhang Xianglin
▪ Jardine HKU Scholarship	Mr Ben Keswick
▪ Lau Chor-Tak Scholarship for Outstanding Mainland Students	Mr Lau
▪ Lee Shau Kee Scholarships	Dr Lee Shau Kee
▪ Lee Shau Kee Top Athletes Scholarships	Dr Lee Shau Kee
▪ M.W. Lo Memorial Scholarships for Outstanding Mainland Student	Jessie & George Ho Charitable Foundation
▪ Mizuho & OCBC Wing Hang Bank Scholarship and Charitable Funds Awards	Dr Patrick Fung Yuk Bun
▪ Philip K H Wong Foundation Scholarships	Mr David Wong
▪ Rosita King Ho Scholarship	Rosita King Ho Foundation
▪ Tang Pak Kau Scholarships	Madam Lau Kitty
▪ Wong Shek-Yung Memorial Scholarship	Wong Shek-Yung Charitable Foundation
▪ Y S and Christabel Lung Undergraduate Scholarship for Medical Students	Ms Myrna Lo and Professor Edward Yang

- The name of the scholarship (e.g. HKU Foundation Entrance Scholarship)
- Suggested contents:

- *What you have achieved in the past academic year (academic achievements)*
- *Interesting experiences in extra-curricular activities, volunteer or community service*
- *Study abroad experiences, if any*
- *Your plan for the following academic year(s)*
- Keep your report to one page (approximately 300 words).
- Proofread carefully. Make sure the donor's name and the name of the scholarship are correct
- Express your gratitude to the donor
- **Include 2-3 photos** of you showing your life experiences.
- Sign and state your full name at the end of the letter

Please submit the signed conditions of awards, thank-you letter and photos online at the following link:

https://hku.au1.qualtrics.com/jfe/form/SV_8uAGoCBla9vqr3g