

SAMPLE FORMAT: Thank You Letter

Please submit your Thank You Letter promptly; your endowed scholarship award(s) is in pending status. The award will not be changed to accepted status and posted to your account until the Thank You Letter is turned in to the Endowed Scholarship Program Office.

Student Name
Student Address
Student City, State, Zip Code

Current Date

Donor's Full Name (Example – Jack E. and Mary K. Smith)
Donor's Address
Donor's City, State, Zip Code

Dear **Donor's Name**, (Example – Dear Mr. and Mrs. Smith)

I was awarded the **name of the scholarship** for the 2016-2017 academic year and want to sincerely thank you for your generous financial support which will help me to continue my education at Campbell University.

I am from _____ and in my _____ (**freshman, sophomore, junior, senior**) year at Campbell. My program major is _____ and after graduation, I plan to pursue a career in _____. (**You may include additional information about your future career goals**)

OR

My program major is _____ and after graduation, I plan to continue on with my graduate studies in _____. After the completion of graduate school, I plan to pursue a career in _____. (**You may include additional information about your future career goals**)

In addition to my studies, I am also involved in _____

(Include information about your involvement in campus activities, clubs, and/or community service projects)

Again, please accept my sincere gratitude for this scholarship. Your financial support will help me to achieve my educational goals and ease the burden of my family incurring additional debt for college.

Sincerely,

Handwritten Signature

Typed Signature

**Either mail your Thank You Letter to: Campbell University, Endowed Scholarship Program Office
PO BOX 36, Buies Creek NC, 27506**

OR

**Hand carry it to: Endowed Scholarship Program Office
Office of Financial Aid Bldg on Leslie Campbell Avenue
Monday – Friday 8:30AM – 5:00PM**