

# Sample Thank You Letter 1

*[Date]*

*[Mr./Mrs. First and Last Name of Donor or Name of Organization ]*

*[Name of Scholarship]*

*[Address]*

*[City, State, Zip]*

Dear *[Donor Name or Organization Name]*,

*First paragraph: State the purpose of your letter.*

I am writing to express my sincere gratitude to you for making the *[Name of Scholarship]* possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

*Second paragraph: Share a little about yourself and indicate why the scholarship is important.*

I am currently a first year Pharmacy student working towards my goal of becoming a pharmacist. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

*Third paragraph: Close by thanking the person again and make a commitment to do well with the “donor’s investment.”*

Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, both as a pharmacist and possibly a scholarship to future students like myself.

Sincerely,

*[Sign your name here]*

*[Type your name]*

*[Your address]*

*[City, State, Zip]*

## Sample Thank You Letter 2

**[Date]**

**[Address]**

*Sam Edwards (Donor/Organization Name)  
One Spokane Circle  
Spokane, WA 99208*

Dear **Mr. Edwards** (Mr/Mrs. Last Name of Donor or Name of Organization),

I wish to sincerely thank you for the **WSU Spokane Pharmacy Scholarship (Name of Scholarship)**. I am a first year pharmacy student at Washington State University College of Pharmacy, and it means a lot to me that someone is willing to invest in me as a future pharmacist and in my future goals at this early point in my education.

I just graduated from Washington State University in May, with a Bachelor's degree. I majored in Biology and minored in Chemistry. My main motivation for pursuing pharmacy as a career is my experience with healthcare growing up. Although I grew up in Washington State, my experiences were markedly different from those of many of my peers because my family had immigrated to the United States from Thailand when I was very young. I have firsthand experience of how difficult it can be for poor immigrants who speak English as a second language to navigate the healthcare system, and to understand their medications. The language barrier is further complicated by differences in culture. My own family struggled with this, as did the families of my friends who came from similar backgrounds. These experiences combined with the love of teaching I have had all my life led me to choose pharmacy as a career. As a pharmacist, I hope to work with immigrant and low income populations to increase their understanding of their medications and their health, and to empower them to seek knowledge and utilize it as well as pass it on to their children.

This first year of pharmacy school is one of my first steps toward achieving that goal and I really appreciate your support. This scholarship is incredibly helpful to me as I embark on this journey. Thank you for your kindness.

Best Wishes,



*Laura Smith*

*(electronic signature, if capable)*

Typed Signatures Acceptable

## FAQ's

- 1) What picture do I use and where should I put it?

We suggest you use your PY1 headshot. Which can be found here:

<http://www.pharmacy.wsu.edu/currentstudents/classpics/>

Your picture should be professional in nature. Please do not use pictures of you at the beach, on vacation, at a family gathering, etc.

- 2) Please embed this photo within the body of the thank you letter. Do not attach it in the e-mail sent to the scholarship committee. Should I mail a printed copy of the letter to the donor in addition to e-mailing an electronic version to the College?

No. The donor's mailing address is provided in the e-mail so you can create a thank you letter that is formatted correctly, not for you to mail your letter directly to them.

- 3) My e-mail identifies that there is more than one donor for this particular scholarship. Am I able to use the same letter for each donor?

Yes, you may use the same letter for each. Just make sure you correctly address each letter.

- 4) The scholarship is for \$1200, can I have that all the first semester?

No. We split the scholarship up between the two semesters.

There are no exceptions to this rule.

- 5) How do I know if you received my letter by the deadline?

We recommend you give yourself plenty of time send your letter to the scholarship team and receive confirmation before your deadline. Please send your letter with a read receipt. That way you are not waiting for our team to send you a response.

What if I do not have electronic signature capabilities?

There are two options:

We will accept a hand written signature scanned in and saved above your typed signature –OR- just a typed signature will suffice.

We will NOT accept a signature created in Paint or any similar program.