

Sample Thank You Letter

No Date

Campus Name

Name of Scholarship

Dear Donor,

First Paragraph is to state the purpose of your letter. Be sure to identify yourself as a student as well as the name of the scholarship you received.

Second Paragraph is to tell the donor a little bit about you. For example, where you are from, a little about your educational background before entering college, possibly some activities you were or currently involved in, or any experiences that led to your choice of study in college.

Third Paragraph is to tell about your present situation. Mention your major or your area of study and your year in school. You might want to include a sentence about the things you enjoy doing or organizations in which you participate.

Fourth Paragraph should discuss your future plans. Tell the donor what you hope to accomplish while in college and what your career plans are for the future.

Finally, in this last paragraph, tell how the scholarship has helped you but do not mention the amount of your scholarship award.

Then, thank your donor again for the scholarship and let the donor know how much you appreciate their generous contribution to your education.

Sincerely,

Your original signature in pen

Your name typed