

Sample Thank You Letter 1

[Date]

[Name of Donor or Name of Organization]

Dear *[Donor Name]* or *[“Sir/ Madam” for Organization]*,

I am honored to be one of the recipients of the _____Scholarship/Bursary. Thanks to your generous support.

Though there are different financial and academic challenges in growing up in a less privileged family, it makes me realize the importance of education and, in particular, the value of university education. I am the first one in my family to attend university. I will treasure this learning opportunity and work hard to perform.

I have just begun my undergraduate study as a freshman at the Hong Kong Baptist University. My plan at this stage is to complete a major in XXXX and I aspire to apply the knowledge and experience I acquire in the University and be a XXXX in the future.

Throughout my secondary school years, I actively participated in voluntary services in my community, I enjoyed helping people who are unaware of the community services available to them. I hope my plan to become a XXXX will enable me to help those less fortunate and under-represented.

Sincerely,

[Sign your name here]

[Type your name]

Sample Thank You Letter 2

[Date]

[Name of Donor or Name of Organization]

Dear *[Donor Name]* or *[“Sir/ Madam” for Organization]*,

Ever since I was a small child, I have dreamed of studying XXXX. Since being recently named a recipient of the _____ Scholarship, my dream is finally becoming a reality.

I am glad to have the opportunity to thank you personally for your generosity. Without donors like you, many students would be unable to pursue the career of their dreams.

My future plans include pursuing a career in XXXX. I not only have a passion for XXXX, but also a vision to help make my community a better place with my knowledge and skills in XXXXX.

Once again, I offer my sincerest thanks for your generous support.

Sincerely,

[Sign your name here]

[Type your name]

Sample Thank You Letter 3

[Date]

[Name of Donor or Name of Organization]

Dear *[Donor Name]* or *[“Sir/ Madam” for Organization]*,

I am honored to be a recipient of the _____ Scholarship. Your generous support is helping me to fulfill a lifelong dream of becoming a XXXXX.

Growing up in a single-parent home where my mom / dad had to work very hard to make ends meet has made me realize the value of university education. I am the first one in my family to attend university, and I hope to set a fine example for my younger sister XXXX.

My first year at the Hong Kong Baptist University has been both challenging and exciting. It seems that academically, I am off to a great start, having made the President’s Honours Roll / Dean’s List for both semesters.

My plans at this stage are to complete a major in XXXXX. _____ College/University is noted for its postgraduate program in XXXXX, and I am fortunate to have been accepted.

Working as a tutor during my high school career, I enjoyed tutoring young children in Math and reading comprehension. Your donation has helped me financially and I now do not have to take up as many part-time jobs as before and I can volunteer more in social services to help primary / secondary students in their studies and development.

Thanks again to generous organizations such as yours, your donation enriches my university life.

Sincerely,

[Sign your name here]

[Type your name]

Sample Thank You Letter 4

[Date]

[Name of Donor or Name of Organization]

Dear *[Donor Name]* or *[“Sir/ Madam” for Organization]*,

I am writing to thank you for your generous donation of *[Name of scholarship]*. I was very happy and appreciative to learn that I was selected as the recipient of the scholarship.

I am a XXX major with an emphasis in XXX. I plan to pursue a career in XXX upon graduating from the Hong Kong Baptist University. After graduation, I plan to attend graduate school to pursue more research in my area of interest. Thanks to you, I am one step closer to that goal.

By awarding me the *[Name of scholarship]*, you have lightened my financial burden which allows me to focus more on the important aspects of university learning, such as academic pursuit and personal development. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as the way you have helped me.

Sincerely,

[Sign your name here]

[Type your name]

Sample Thank You Letter 5

[Date]

[Name of Donor or Name of Organization]

Dear *[Donor Name]* or *[“Sir/ Madam” for Organization]*,

I am writing to express my sincere gratitude for your donation of the *[Name of Scholarship]*. I was thrilled to learn that I am being selected for this honor and I deeply appreciate your generous donation.

I am currently majoring in XXX with hopes of becoming a XXX. 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 and community services.

Thank you again for your generosity and support. I promise you I will work very hard and eventually contribute to the society, and possibly donating a scholarship to help future students fully benefit from and enjoy their studies.

Sincerely,

[Sign your name here]

[Type your name]

Sample Thank You Letter 6

[Date]

[Name of Donor or Name of Organization]

Dear *[Donor Name]* or *[“Sir/ Madam” for Organization]*,

I would like to take this opportunity to thank you for your generosity in funding the XXX scholarship. I am very honoured to be one of the recipients of this scholarship.

I am currently a year X student studying XX. My GPA in the last semester is XXX. My present goal is to study hard and to complete my degree here at the Hong Kong Baptist Univeristy. After graduation, I plan to start my career in XXX.

In receiving this scholarship, I am touched not only by your generosity but also by our shared desire to give back to the society. You have eased my financial burden but more important, you have allowed me an opportunity to see the impact such an honour has on a student’s point of view. I feel pride for being selected for the scholarship. I feel the responsibility to uphold the expectations that accompany such an honour.

The award of scholarship motivates me to keep up with the good performance and maintain the GPA. I look forward to being able to give back to the society once I began my career. I thank you again for your confidence and willingness to help me achieve my goal.

Sincerely,

[Sign your name here]

[Type your name]

感謝函(1)

XXX 先生/女士 (捐贈者名稱) 或 XXX 基金會 (捐贈公司或組織名稱)

XXX 先生/女士鈞鑒 或 敬啟者：

我是 XX 系 X 年級的學生，名叫 XXX。感謝閣下/ 貴公司/ 貴組織/ 貴基金會提供我獎/助學金，特以此函表達最誠摯的謝意。

這學期，因有獎/助學金的幫助，使得經濟方面的壓力減輕不少，工作時數較為減少的同時，讓我多了閒暇的時間去完成一些夢想。這學期我參與了學校領袖素質中心所舉辦的「青年公益論壇」，透過這個論壇讓我更了解社會上需要協助的族群，及需要改善的社會問題，從中我看見了從事 NGO 工作在付出的過程中所得到的難以言喻的快樂、幸福及成就感，以親身參與，去關懷而進一步全心投入的去實踐願景，我從一次次的講座裡得到了一次又一次的感動，從中我瞭解我不能僅是單方面的接受社會的幫助，也要在能力所及的範圍內多回饋社會。

所以，我要感謝閣下/ 貴公司/ 貴組織/ 貴基金會提供我獎/助學金，讓我得以減少為了學費及生活費每天奔波到處打工的時間，我願意在接受幫助的同時，也對別人付出，在能力所及之處幫助弱勢族群及兒童做功課輔導的工作。因為將心比心，他們所缺少的資源也是我當時求學過程中所欠缺的。

獲得這筆獎/助學金，主要將拿來支付下學期的學費，但也因學費有了著落，平時所存下來的工讀費讓我得以實現我的夢想—學習日文，希望能透過多學一個語言增加自身的競爭力。

如果將來還有機會獲獎，希望能多貼補家用，因為母親身體大不如前，加上工作環境惡劣，一直十分希望不再讓母親那麼辛苦，而加上妹妹今年考上大學，註冊費及生活費的各項開銷，希望能再為家裡多做一點。

最後，要再次感謝閣下/ 貴公司/ 貴組織/ 貴基金會給我這個機會獲取獎/助學金，我會秉持感恩的心去協助更多需要幫助的人，謝謝！

敬祝

平安

XXX 謹啟

香港浸會大學 XX 系 X 年級

日期

感謝函(2)

XXX 先生/女士 (捐贈者名稱) 或 XXX 基金會 (捐贈公司或組織名稱)

XXX 先生/女士鈞鑒 或 敬啟者：

你好，我是浸會大學 XX 系二年級的 XXX。這次很榮幸能獲得閣下/ 貴公司/ 貴組織/ 貴基金會捐助的 XXX 獎/助學金，這對我的意義很重大。

我來自單親家庭，而爸爸在去年遭到裁員後，輾轉換了幾份工作，現在擔任夜間警衛，而且姊姊在外地讀書，家裡的開銷很大，對爸爸是個沉重的負擔。

目前家裡的經濟狀況較拮据，感謝有你們，讓我可以把更多的課餘的時間專注在學業上，不用爲了金錢煩惱。我會好好珍惜這筆獎/助學金，我會把五分之三當作學業基金，用在學業上，去買一些英文教材來準備英檢的考試還有往後的書籍費。另外的五分之一，我會當成生活費，來減輕爸爸的負擔。

如果能夠在假日提供相對的時數來服務弱勢孩童，會是一個很棒的計畫！我非常願意當課輔義工，因爲身爲學生的我們可以貢獻自己的所學來回饋社會，而且服務人群，可能從中獲得更大的滿足和快樂，也會更有意義！提供服務不僅有飲水思源的概念，更可以讓我們以行動來表達感謝之心以及讓社會的愛傳承下去。

我覺得我能被選上真的很幸運，感謝你們，我會努力學習，期待未來的我能爲社會盡一份力！

XXX 謹啟

香港浸會大學 XX 系 X 年級

日期

感謝函(3)

XXX 先生/女士 (捐贈者名稱) 或 XXX 基金會 (捐贈公司或組織名稱)

XXX 先生/女士鈞鑒 或 敬啟者：

首先，由衷感謝閣下/ 貴公司/ 貴組織/ 貴基金會的資助。我是一名就讀香港浸會大學 XX 系 X 年級生，感謝您/您們/ 貴公司/組織/基金會的資助，讓我能獲取這筆對我來說非常重要的獎/助學金。

令人歡喜的，沒有向家裡拿生活費的我，可以利用這筆獎/助學金支付一大部分就學的生活費，並在適逢考研究所的這一年，將另一部份獎/助學金拿去購買研究所考試用書。最重要的，我的兼職時數大幅減少。本來一個星期有十多個小時要花在打工上面，現在只剩下六個小時的打工時間，剩下的時間，可以更充分的去利用。

因為從小單親與家境貧窮的關係，做義工，幫助比我更弱勢的朋友們成了我畢生的樂趣與志願。本人目前已在 XXX 中心擔任將近兩年的義工，並在大學社會科學院的補助下，參與了三次國際服務團。前往菲律賓、泰緬邊境幫助當地的貧民，幫他們蓋學校、維修，並做了一些交流。在他們童稚天真的眼神裡，我看見了愛與溫暖。

未來，在能力範圍下，我希望能去更多不一樣的地方，分享快樂、分享喜悅。最後，再次感謝閣下/ 貴公司/ 貴組織/ 貴基金會的幫助，也希望有更多人（特別是弱勢的朋友們）能受到社會更多的關注與溫暖。

XXX 敬上

香港浸會大學 XX 系 X 年級

日期