

# Sample Thank-You Letter

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Please accept my thanks for selecting me as the recipient of the \_\_\_\_\_ Award for 2004-2005. Your generosity will help me to continue my education at the post-secondary level, providing me with additional financial support. I will be attending \_\_\_\_\_ University / College, in the \_\_\_\_\_ Program / Course this fall.

Throughout my educational career, I have worked hard to prove myself as a responsible / capable / dedicated / etc. student by....

Receiving this award means a lot to me because....

With this award, I plan to ..... (i.e. purchase textbooks, put towards tuition, add to savings, etc.)....

I am so pleased to have been selected for this award because....

Thank you again for honouring me with this award / scholarship / bursary. Your support is greatly appreciated.

With sincerest thanks,

\_\_\_\_\_