



SCHOLARSHIP RECIPIENT THANK YOU LETTER GUIDELINES & TIPS

As the recipient of a scholarship at Madison College, you are expected to write a brief thank you letter to the donor who has funded your scholarship. If you have received more than one scholarship you are expected to write a thank you for each scholarship that you receive. Letters should be addressed to the donors (this information is supplied in your award notification) and then delivered or sent to the Madison College Foundation Office, Attn: Stephanie Shea: 3591 Anderson Street, Suite 203A Madison, WI 53704 or uploaded online.

It is proper business etiquette to send thank you letters. A thank you letter will make you stand out as a person of good character who is worthy of the scholarship that the donor has so generously funded. Sending a well written, well thought out thank you note shows the donor that you are the kind of student they can be proud to support.

Please review the following guidelines and sample letter as you prepare to write your thank you note.

1. Letters should be legibly written by hand on good quality paper in ink or typed in the correct letter format and signed.

DO NOT WRITE YOUR THANK YOU NOTE ON LINED NOTEBOOK PAPER.

2. Keep letters short and simple. One page is usually enough.

3. Always include the date on which you are writing at the top of the note.

4. **Tailor your letter to your specific scholarship.** Make mention of the specific criteria of the particular scholarship you received that qualified you for this scholarship ("I have a 3.5 GPA and active in campus activities")

5. **PROOF READ CAREFULLY!** Your letter represents you and the College. Be sure it is free of grammatical and spelling errors. It may help to write a rough draft first. If you are unsure of spelling or punctuation, ask someone for assistance.

6. Your letter should include the following information.

a. First Paragraph – Thank the donor for the specific scholarship you received. Remind him/her of the criteria you met for eligibility.

b. Second Paragraph – Restate your commitment to your academic goals. Mention any interests or circumstances that will help the donor understand why the award is so important to you.

c. Third Paragraph- Thank the donor again for giving you financial support.

7. **Be creative!** Include a link (hosted on YouTube or Vimeo) to a video you created or a photo showing you participating in a school activity or internship.

SAMPLE ONLY

PLEASE BE SURE TO USE YOUR OWN WORDS

July 13, 2011

Dear Mr. Jones:

I am honored to have been awarded the Jones Family Scholarship for the 2012-2013 Academic year at Madison College. Thank you for your generosity in providing this academic award. I am a full time student with a 4.0 GPA and will be entering my second year this fall.

Your award, given to students who achieve the highest grade point average in the Associate Degree Nursing Program, will be very beneficial in helping me achieve my academic and personal goals. As a Nursing student, I am active on campus in a variety of activities. I am a member of the Student Senate and participate in the Madison College Jazz Ensemble. In addition, I work 20 hours a week in a nearby assisted living facility. My goal is to become a registered nurse and to someday help other students inspire students the way your award has inspired me.

Thanks to your generous support, I feel that I am one step closer to achieving my goals. This award is very meaningful not only financially, but emotionally as well, as it has strengthened my belief in myself. Thank you so much for helping a Madison College student like me achieve my dreams.

Sincerely,

SIGN YOUR FULL NAME

PRINT FULL NAME