

How to Write a Thank You Letter

The Importance of Thanking Your Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave in the first place and often help secure continuing gifts for future students.

Writing a Well Written Letter

Make sure the letter is free of both grammatical and spelling errors. You are an important part of the Fresno State Family, and the literacy demonstrated in your letter is a reflection on all of us.

Thank You Letter Tips:

- 1. Write clearly and concisely.**
- 2. Double-check for typos and grammatical errors.**
- 3. Express enthusiasm.**
- 4. Be sincere.**
- 5. Send it typewritten in business format.**
- 6. Use quality paper.**

You were awarded a scholarship because your personal qualities and academic abilities stood above all other applicants. Sending a typed thank you letter confirms that this scholarship was important enough to you to take the time to present yourself in a professional manner. The sample letters (provided below) are to help you compose your own thank you letter in a professional business format

Example Format #1

Your Street Address
City, State Zip

Date

Mr. and Mrs. John Smith
Street Address
City, State Zip

Dear Mr. and Mrs. Smith:

First paragraph: Explain why you are writing the letter. Be sure to identify that you are a PHEF Scholar and where you plan to study.

Second (and possible third) paragraph: Tell the donor a little about yourself. You can briefly describe your field of study, any special programs or student organizations in which you participate, student projects, work experience, leadership experience, etc. You can also write about your plans after you graduate.

Closing paragraph: Thank your donor again for the scholarship and let the donor how much you appreciate their generous contribution to your education and the Pueblo Hispanic Education Foundation.

Sincerely,

[Handwritten signature]

Your Name Typed

Example Format #2

Your Street Address
City, State Zip

DATE

DONOR NAME
ADDRESS
CITY, ST, ZIP

Dear DONOR NAME,

I am writing this letter to thank you for your generous support through the Pueblo Hispanic Education Foundation Scholarship I was awarded. It was an honor to be chosen as a recipient of this prestigious award. Your support has kept me from worrying so much about the cost of tuition, and it has made it possible for me to take out a lesser amount in student loans. I truly value my education and this scholarship has afforded me the opportunity to continue with my educational pursuits.

Throughout my youth, I have always looked forward to a career in the field of (Your field of study), and I investigated many universities during my senior year in high school. I came to the conclusion that (Your institution here) had the quality education I was seeking.

Thank you again for your generosity to the Pueblo Hispanic Education Foundation, and me as your scholar! I look forward to the time that I can help others as you have helped me.

Sincerely,

[Handwritten signature]

Your Name Typed