SAMPLE THANK YOU LETTER #1

Remember, this is just a template; be sure to make your letter reflect your personality!

<Date>

<Addressee's name>
<Address>
<City> <State> <ZIP>

Dear [<name> or <John Doe Scholarship Representative>],

As a recent recipient of the <John Doe Scholarship>, I wanted to express my sincere appreciation to you. I am majoring in <major/minor>, which I am studying because <describe related career goals, aspirations and/or passions>. So far, I have thoroughly enjoyed my college experience here at UWSP, and the financial assistance this scholarship provided has allowed me to focus on my studies rather than how I will afford to pay for this opportunity.

I know that there are many people who applied for this scholarship, so I truly am honored to have been selected. Having this extra financial security has allowed me to concentrate more on <describe class projects, student organization involvement, study groups, ongoing research, employment, etc.>.

Thank you again for you generosity. I've included my contact information below if you'd like to reply. I'd be interested to know more about why you created the <John Doe Scholarship>.

Sincerely,

<Your name>
<Your address>
<Your city> <State> <ZIP>
<Email address>
<Phone>