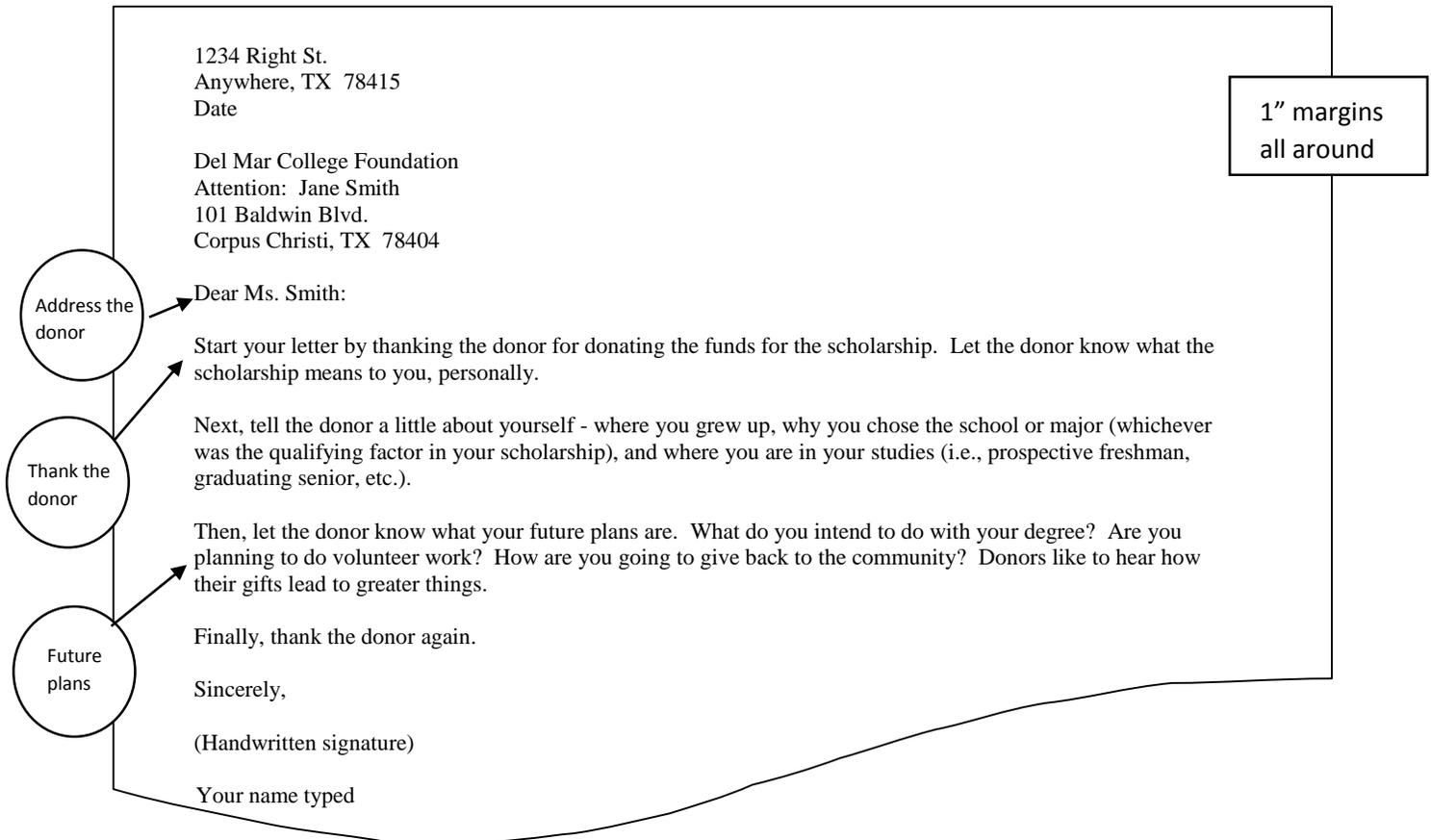


Writing a Scholarship Thank You Letter

What is a thank you letter? A thank you letter sends a message that you are both considerate and professional, reinforcing the positive impression you left upon the reader's mind. In addition, a thank you letter is important to the donors, who want to know more about the person they've helped to achieve the goal of a college education. This handout is designed to help you write a thank you letter as a recipient of a scholarship, but you may adapt this format for other thank you letters as well.



Thank You Letter Essentials

Your thank you letter should:

- Address the person who donated the funds
- Be clear and concise
- Thank the donor
- Tell about yourself and future plans
- Be free of spelling and grammatical errors

Be prompt. Don't wait too long to send your thanks after you've been notified of your scholarship. Promptness communicates true gratitude and is simply good form. Write a thank you letter for each scholarship you receive.

Note: Based on information found at <http://www.howtodothings.com/education/a2077-how-to-write-a-thank-you-letter-for-a-scholarship.html> and <http://www.writeexpress.com/perfect-thank-you-letter.html>

Still have questions? Come see us – SWC L401