

## 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.

1234 Right St.  
Anywhere, TX 78415  
Date

Del Mar College Foundation  
Attention: Jane Smith  
101 Baldwin Blvd.  
Corpus Christi, TX 78404

Dear Ms. Smith:

Start your letter by thanking the donor for donating the funds for the scholarship. Let the donor know what the scholarship means to you, personally.

Next, tell the donor a little about yourself - where you grew up, why you chose the school or major (whichever was the qualifying factor in your scholarship), and where you are in your studies (i.e., prospective freshman, graduating senior, etc.).

Then, let the donor know what your future plans are. What do you intend to do with your degree? Are you planning to do volunteer work? How are you going to give back to the community? Donors like to hear how their gifts lead to greater things.

Finally, thank the donor again.

Sincerely,

(Handwritten signature)

Your name typed

1" margins all around

Address the donor

Thank the donor

Future plans

### 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**