

## HOW TO WRITE A SCHOLARSHIP THANK YOU LETTER

*Not only is this letter of gratitude from you to your donor required to distribute funds, it is an incredibly meaningful part of the giving experience for the donor. This letter is an opportunity to show the positive impact of philanthropy by sharing your story and sincere thanks person to person.*

### KEY POINTS 1) Say “Thank You” 2) Share your story 3) Use the letter template 4) Proofread

- Follow the letter template below for a polished, professional delivery
    - Replace the **highlighted** portions with your information accordingly
    - Reference the scholarship name in full, however do not list the dollar amount you received
    - Suggested prompts are provided (use some, all, or add your own)
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#### Recipient Full Name

c/o WWU Awarding Department

516 High Street

Bellingham, WA 98225

#### Month, Day, Year

#### Donor Full Name

c/o WWU Awarding Department

516 High Street

Bellingham, WA 98225

Dear **Donor Full Name**:

#### Paragraph 1: SAY THANK YOU

>Reference **scholarship by its full name**

>Share how the gift made you feel

#### Paragraph 2: REFLECT ON YOUR JOURNEY TO WESTERN

>Where are you from?

>What high school did you attend?

>What volunteer / extracurricular activities are you involved in?

>Have you achieved any accolades or recognition you'd like to share?

>Have you done any influential travels?

#### Paragraph 3: SHARE YOUR WESTERN EXPERIENCE CURRENTLY AND IN THE NEAR FUTURE

>What about Western / Bellingham is special for you?

>Do you have any favorite classes / professors / projects / research?

>How did you select your major / minor?

>What are your next steps after Western? Career goals? More education?

#### Paragraph 4: SAY A SINCERE THANK YOU AGAIN

>Share how this gift made a difference in your life. Are you able to take more classes? Graduate sooner? Work less?

Relieve financial burden?

>What inspires you about this act of philanthropy?

Sincerely,

Blank space for handwritten signature

Recipient Full Name