

# Writing a Scholarship Thank You Letter

Thank you for taking the time to write a letter to our generous scholarship donors. A short note from you affirms the value and significance of their contributions and encourages their continued support. In writing your thank you letter, please remember that the donor is interested in you as an individual. Your personal letter to the donor should give some insight into you as a student and as a person. In most cases, the Ira A. Fulton Schools of Engineering faculty and staff select most scholarship recipients, so the donor may not have reviewed your application. This is your chance to tell them about yourself, express your gratitude and get them excited about your ambitions as a student.

This is a formal, professional thank you letter. Please type your letter, indicating your name in the top left-hand corner. Including your return address, telephone number, or email information is encouraged, but optional.

Provide a date in this format on your letter.

Address your letter as follows:

Donor's Full Name (Listed on Scholarship Agreement)  
c/o Ira A. Fulton Schools of Engineering  
Attn: Nicolle Sanchez, Scholarship Coordinator  
PO Box 878109  
Tempe, AZ 85287-8109

Jane Student  
123 Sun Devil Lane  
Tempe, AZ 12345

July 15, 2012

Mr. & Mrs. Joe Donor  
c/o Ira A. Fulton Schools of Engineering  
Attn: Carrie Robinson, Scholarship Coordinator  
P.O. Box 878109  
Tempe, AZ 85287-8109

Dear Mr. & Mrs. Joe Donor,

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Sincerely,

*Jane Student*

Jane Student

Personalize the salutation:

"Dear Mr. and Mrs. Smith," (use the name on your agreement)  
Do not use "Dear Donor" or "To whom it may concern."

Center your message between the top and bottom of the page.

- Refer to the name of the scholarship in your letter.
- Grammar and spelling should be checked and correct
- Show your personality and enthusiasm about winning the scholarship.
- Mention how this scholarship will make it easier for you to attend school, concentrate on your studies, reduce your loan indebtedness, etc.
- Tell the donor your year in school (freshman, sophomore, junior, senior) and your major, and address why you chose your major.
- Discuss your academic and/or career plans upon graduation.
- Mention any personal academic accomplishments that you are proud of, such as honors or awards. Also, mention any student organizations to which you belong and your past/present leadership roles within the community or university.

Use a proper closing, such as:

Sincerely,  
Joe Smith

Include a handwritten signature above your typed name.

Be sure to proofread your letter before submission!

For more information, visit

**[engineering.asu.edu/scholarships](http://engineering.asu.edu/scholarships)**