

## Tips for Scholarship Thank You Letters:

- Handwritten notes or typed letters are acceptable. If you opt for a handwritten note, please use stationary or a card.
  - For electronic notes, please save it in a Word Document (.docx) or Adobe Acrobat format (.pdf).
  - Address the letter: Dear [Name of Scholarship] Donor
  - For handwritten notes, please write legibly. Please keep your note to a couple of paragraphs. You may want to make a draft before writing the final copy.
  - If you opt to type your letter, keep it to a few paragraphs. Sign your name on the letter.
  - Make sure your letter is free of spelling and grammatical errors! Have someone review your letter before submitting.
  - If you received multiple scholarships, please submit a letter for each scholarship.
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## Example of a Scholarship Thank You Letter:

Dear [Name of Scholarship] Donor,

### ***State the purpose of your letter.***

As a recipient of the [Academic Year] [Name of Scholarship], I wanted to thank you for funding this scholarship.

### ***Share something about yourself, your goals, and indicate why the scholarship is important.***

I will be a [freshman, sophomore, junior, senior] majoring in [MAJOR] at [COLLEGE] this fall and I am on track to graduate Spring [GRADUATION YEAR]. My goal is to become an [DESIRED PROFESSION]. Because of this scholarship, I will be/have been able to:[WHAT EFFECT HAS THIS SCHOLARSHIP HAD ON YOUR COLLEGE EXPERIENCE?]

### **Focus on the Future**

Give them a glimpse of the future and let them know that they played a role in helping you get there. Share what your plans are following graduation, including any prospective jobs or career goals.

### **More Gratitude**

Before closing your letter, take a moment to say thank you one more time. It's a quick, simple gesture but it shows true gratitude and respect.

### **Sign Off**

Of course, don't forget to choose a closing greeting and actually sign your name to the letter.

Sincerely,

[Add your signature]

Type Your Name

Overall, be concise, clear, and well-organized so that you get your point across without overwhelming the reader. Take some time to proofread and edit your letter before sending it to the donor.