

## **Sample Scholarship Thank You Letter**

*[Date]*

Dear *[Name of Scholarship]* for example, *H-E-B Scholarship Endowment Donor(s)*,

**First paragraph:** *state purpose of letter*

I was very happy to learn that I was a recipient of the *[Name of scholarship]*. I am writing to thank you for your generous, financial support towards my higher education.

**Second paragraph:** *share a little about yourself, your background, goals, and indicate why the scholarship is important to you.*

I am a Mathematics major who plans to pursue a teaching career in the secondary level. I am currently a junior and plan to graduate in the fall of 2012. After graduation, I will seek employment at one of our local public schools with hopes of inspiring other students to achieve a higher education.

**Third paragraph:** *close by thanking the donor again and make a commitment to do well with the donor investment.*

By awarding me the *[Name of scholarship]*, I am able to concentrate on what is important for me, education. Your financial generosity has allowed me to be one step closer to my goal and has inspired me to help others by giving back to the community. I hope one day I will be able to help other students achieve their goal just as you have helped me.

Sincerely,

*[Sign your name]*

*[Type your name]*

*[Your address]*

*[City, State, Zip]*