

SLOHS COLLEGE & CAREER CENTER

SCHOLARSHIP THANK YOU LETTERS

MAKE THEM GLAD YOU DID

You've searched long and hard to find the sources of your scholarship(s). You've received the awards and now it's time to sit down and pen some intelligible thank you letters. You need to know the nitty-gritty of who, what, where, when, and how, right? First, do NOT overlook this very important component of the scholarship process. Without generous donors - schools, alumnae, corporations, professionals, and philanthropists - you might not be able to afford to attend the school you are enrolled in.

TIPS FOR THANK YOU LETTERS

- Your scholarship thank you letters should be hard-copy, personal letter.
- You may type it or write one on colorful personal stationery.
- Do not use email.
- Use a word processing program that allows you to use spelling and grammar correction tools. Do not be hesitant to give it your own unique personality.
- You should comment on the impact their generosity has had on your future and even a few short sentences about what you expect to accomplish thanks in part to their gift.
- Make sure to explicitly name the scholarship.
- While this might seem like a lot of information to cover, you should focus on keeping it brief and focused, no longer than a couple of paragraphs.
- Do not forget to sign the letter with a handwritten signature.
- And, yes, if there are more than one named donor; it is proper to send a thank you letter to each, or to the organization as a whole. They are providing you with money; you can write a couple of thank you notes.

WHO, WHAT, WHERE & WHEN

Please write your thank you note promptly. Your scholarship thank you letter is often shared at a monthly meeting of the donor's organization and is an example to this organization of the entire high school student body. Writing thank you notes is an excellent job skill; if you have not learned it previously, now is the time.

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SAMPLE SCHOLARSHIP THANK YOU LETTER

Date

Your Name

Address

Donor Name

Address

Dear Scholarship Donor(Name them),

I am honored to be one of the recipients of the _____ Scholarship.
Thanks to your generous support, the cost of college might not be so bad for me and my family.

Growing up in SLO has repeatedly reminded me the importance of a college education as a foundation for a successful life. Please consider the _____(organization) to be part of that foundation.

I plan to attend _____ College/ University as a freshman. I hope to major in _____. College/University offers one of the finest programs in the country and I consider myself fortunate to be able to attend. I am excited about their _____ (program, locations, service opportunities)

This summer I plan to _____(work, travel, take a summer school class) .

Thanks again for your support of me and other students in our community.
I promise to use the funds wisely.

Sincerely,

Your Name