

**Your Name**

**Your Address**

**Your City, State, Zip Code**

{1 space}

**Date**

{2 spaces}

Dear **Donor Name**,

{1space}

I would like to thank everyone for helping me pursue my dreams of attaining a nursing degree. I am a US Navy Hospital Corpsman who served in the first Gulf War on active duty and now I am a reservist in my final semester through the Beth-El College of Nursing at the University of Colorado Colorado Springs. To receive this scholarship is one of the greatest gifts I have been given during the pursuit of my nursing degree.

My college aspirations started when I was a high school student, but those aspirations were deflated when I graduated and could not seem to find the time to attend college. I had moved out on my own and started working nearly eighty hours a week in order to help pay my bills. During this time in my life I wondered if I would even have the opportunity one day to attend college. My grades in high school were not the best and I did not know where to go for help in beginning my college path. One day my dad told me the US Navy had called again. Originally I did not entertain the idea of joining the Navy, but this time after considering the fact that I was not doing anything with my life other than working long hours, I went and listened to the recruiter. He spoke to me about an ASVAB test that I barely remember because I was fascinated with his earlier description of a Hospital Corpsman.

Early in life I realized I wanted to help people. I am the oldest of four children and my parents had divorced when I was only eleven years old, so I had to grow up quickly and help out my sister in raising my youngest siblings who were toddlers. As I began to mature in my teen years I realized I wanted to do something in the healthcare field. I had seen EMT's and nurses at sporting events and even at car wrecks. Then one day while visiting my mom in Houston, Texas we came across a wreck and I saw the Life Flight helicopter. My mom told me the helicopter was from the hospital where she worked, and at that moment I realized one day I would want to be a flight nurse.

I joined the US Navy and served twelve years on active duty. I spent time in the first Gulf War with a Fleet Hospital in Saudi Arabia. I later moved on to serve time helping with the humanitarian relief needed for the Haitian people, working as a search and rescue swimmer, working as an inpatient psychiatric manager, and lastly working as a manager in the health promotion department. Throughout this time, I always said I would go and pursue my goals, but it was not until my last assignment that I finally found the determination to follow my dream.

While in the service, I enjoyed a secure job with benefits, however after leaving the service I became dependent on loans, GI Bill, and odd jobs to help me financially. Here in the last semester of school, I was running out of options and loans opportunities. Then I was told of this scholarship. I would like to thank you for helping me in completing my nursing degree. This money will help me to finish school, obtain a job in an ICU or Emergency Department, and work towards my goal of becoming a Flight Nurse.

Sincerely,

{1space}

**Typed Name**

# Scholarship Thank You Letter Guidelines

## Address the Following Points

### Tell the Donor about Yourself

Talk about your hometown, family background, along with other experiences that led to your choice of study at the University of Colorado Colorado Springs.

### Tell the Donor about Your Present Situation

Discuss your class standing (such as freshman, sophomore, etc) and your intended major/ studies at UCCS, organizations that you are in or aspects you enjoy about college, extracurricular activities or internships on campus and/or within your community in which you participate, and reasons why this scholarship will help you meet your educational goals.

### Tell the Donor about Your Future Plans

Inform them of goals you wish to accomplish while at UCCS as well as your career plans after you graduate. (Donors like to hear how their gifts lead to great things!)

## Be Mindful of the Following

### Do it Right the First Time

- ✓ Be prompt! Do not wait to send your letter of thanks after you have been notified of your scholarship. It simply shows good manners and true gratitude.
- ✓ Address the letter to the donor or the person who should receive the letter (noted on your congratulatory letter) with the appropriate title. (Dear Dr., Mr., Mrs., Ms., Etc...)
- ✓ Start your letter by thanking the donor for their generosity in providing this scholarship. Mention the name of the scholarship in your letter (noted on your congratulatory letter).
- ✓ Good grammar provides clarity and correct spelling communicates your intelligence and attention to detail. Pay careful attention to the grammar, spelling, and organization of your letter. Use the spell check and grammar check functions in your software, but proofread the letter again since the software may not find all of the errors. Have someone else proofread it as well. When you are finished, read the letter aloud.

### Common Mistakes

- ✗ Do not handwrite your thank you letter or use a thank you card.
- ✗ Do not mention the amount of your scholarship award.
- ✗ Do not mention how you were required to write the thank you letter.
- ✗ Do not mention what you bought with the scholarship if it is not related to school. While your other financial aid may have been used for indirect educational expenses, scholarships are typically for tuition, fees and books.
- ✗ Do not go beyond one page.
- ✗ Do not misspell the name(s) of the donor or the name of the scholarship.
- ✗ Do not mention information that may be considered too personal (boyfriends, girlfriends etc.).

**All thank you letters should be submitted as Word documents via email to [scholarships@uccs.edu](mailto:scholarships@uccs.edu) by the deadline listed on your congratulatory letter. Signatures are not required, however be sure to type your name at the bottom of the letter.**