

Sample Thank You Letter

First Paragraph: State the purpose of your letter

Second Paragraph: Share a little about yourself and indicate why the scholarship is important

Third paragraph: Close by thanking the person again and make a commitment to do well with the “donor’s investment.”

EXAMPLE:

08/01/2005

Dear John R. Doe,

I am writing to thank you for your generous Jane M. Doe Endowed Scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship. I am deeply thankful of your support.

I am enrolled full-time in the Business Management and Marketing program at BCTC. Once I have completed my AAS degree, I am considering transferring to a baccalaureate degree to further my study. I am grateful for the opportunities that this scholarship will open up for me.

Thanks to you, I am one step closer to my educational goals. By receiving the Jane M. Doe Endowed Scholarship you have lightened my financial burden which allows me to focus more on the most important aspects of education. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

Mary Smith

Mary A. Smith
100 Main Street
Somewhere, KY 55555