

## SAMPLE FORMAT: Thank You Letter

Please submit your Thank You Letter promptly; your endowed scholarship award(s) is in pending status. The award will not be changed to accepted status and posted to your account until the Thank You Letter is turned in to the Endowed Scholarship Program Office.

**Student Name**  
**Student Address**  
**Student City, State, Zip Code**

**Current Date**

**Donor's Full Name (Example – Jack E. and Mary K. Smith)**  
**Donor's Address**  
**Donor's City, State, Zip Code**

Dear **Donor's Name, (Example – Dear Mr. and Mrs. Smith)**

I was awarded the **name of the scholarship** for the 2015-2016 academic year and want to sincerely thank you for your generous financial support which will help me to continue my education at Campbell University.

I am from \_\_\_\_\_ and in my \_\_\_\_\_ (**freshman, sophomore, junior, senior**) year at Campbell. My program major is \_\_\_\_\_ and after graduation, I plan to pursue a career in \_\_\_\_\_. (**You may include additional information about your future career goals**)

**OR**

My program major is \_\_\_\_\_ and after graduation, I plan to continue on with my graduate studies in \_\_\_\_\_. After the completion of graduate school, I plan to pursue a career in \_\_\_\_\_. (**You may include additional information about your future career goals**)

In addition to my studies, I am also involved in \_\_\_\_\_

**(Include information about your involvement in campus activities, clubs, and/or community service projects)**

Again, please accept my sincere gratitude for this scholarship. Your financial support will help me to achieve my educational goals and ease the burden of my family incurring additional debt for college.

Sincerely,

*Handwritten Signature*

**Typed Signature**

**Either mail your Thank You Letter to: Campbell University, Endowed Scholarship Program Office  
PO BOX 36, Buies Creek NC, 27506**

**OR**

**Hand carry it to: Endowed Scholarship Program Office  
Office of Financial Aid Bldg on Leslie Campbell Avenue  
Monday – Friday 8:30AM – 5:00PM**