

Example Thank You Letter for Scholarships

You were awarded a scholarship because your personal qualities and academic abilities stood above all other applicants. Sending a typed thank you letter confirms that this scholarship was important enough for you to take the time to present yourself in a professional manner. This sample letter will help you compose your own thank you letter in a professional business format. Please use your own words and make this letter original and unique to you.

[Date]

[Mr./Mrs. First and Last Name of Donor or Name of Organization]

Dear *[Donor Name or Organization Name]*,

First Paragraph: State the purpose of your letter.

For example: I am writing to thank you for your generous *[Name of Scholarship]* scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

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

For example: I am a Business major with an emphasis in accounting. I plan to attend *[Name of University]* upon graduating from Snow College to pursue a career as a CPA. I am currently a freshman carrying 17 credits, and plan to graduate in the spring of 2015. Thanks to you, I am one step closer to that goal.

Third Paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."

For example: By awarding me the *[Name of scholarship]*, you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Signature]

[Your Name]

[Your Address]

[City, State, Zip]