

How to Write a Thank You Letter

The Importance Of Thanking Your Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. Receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave in the first place and often help secure continuing gifts for future students.

Thank You Letter Tips:

1. Send it typewritten in business format.
2. Double-check for typos and grammatical errors.
3. Introduce yourself.
4. Mention the name of the scholarship
5. Talk about your intended major and why you chose it.
6. Tell them your favorite class, teacher, and/or subject.
7. Talk about why you chose to attend UNC Charlotte.
8. What does scholarship support mean to you and your family? Tell them.

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 to you to take the time to present yourself in a professional manner. The sample letters (provided below) are to help you compose your own thank you letter in a professional business format

Sample Thank You Letter 1

[Date]

[OASES Scholarship Committee]

[Name of Scholarship (OASES, Carol Douglas, Osher, or etc.)]

[Address]

[City, State, Zip]

Dear OASES Scholarship Committee,

First paragraph: State the purpose of your letter.

I am writing to express my sincere gratitude to you (or your organization) for making the *[Name of Scholarship]* possible. I am delighted to learn of my selection for this honor, and I am deeply appreciative of your support.

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

I am a Finance major with a concentration in Accounting. I plan to pursue a career in banking upon graduating from UNC Charlotte. I am currently a junior carrying 15 hours, and plan to

graduate in May 2017. After graduation, I will pursue an MBA from UNC Charlotte. 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."

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 plan one day to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here]

[Type your name]

[Your address]

[City, State, Zip]