



Guidelines for Writing Thank You Letters

Date

Donor Name

Program/Organization Name

Donor's Address

City, State, Zip

Re: **Scholarship Award Title**

Dear Donor:

1. First paragraph – Provide an opening expression of gratitude for this award. Your remarks should be sincere and dignified. Indicate the name and the amount of the scholarship award.
2. Second paragraph – Provide the name of your college/university, major, academic performance, honors, and interest related to your field of study.
3. Third paragraph – Provide some insight into your educational journey, career plans and future aspirations. A donor appreciates knowing you have well-defined goals and plans for graduate study, professional training or employment. Here are some questions you should answer in this section.
 - a. Why is education and obtaining a college degree important to you and your family? What have been some of the challenges you have faced in achieving this aspiration?
 - b. How has your experience thus far empowered you to achieve your education and career goals? How has this experience positively impacted you?
 - c. What are your education and career goals? How will receiving this money help you achieve those goals?

Sincerely,
Student Signature