

Scholarship Thank You Letters

As indicated in your award letter, Sage requires that scholarship recipients write a thank you letter to the donors associated with their scholarship. When you write, it is important to remember that you are representing yourself as well as the Sage community. You should also know that the recipient of your note will appreciate the time and effort it took to produce an attractive, well-written letter. Thank you for taking the time to do this well.

Thank You Letter Guidelines

- You may type the letter or buy a pretty card to send. If your penmanship is neat, you may hand-write your letter. Use quality paper or stationary - no torn-out loose leaf or notebook paper.
- Feel free to include an appropriate photo of yourself with the letter if you like.
- Take a moment to think about yourself and your aspirations for your academic and professional career.
- Briefly tell your scholarship donor why the aid you are receiving is important to you and/or your family. Express gratitude. Use the words “thank you”.
- Salutation: The salutation of your letter should be addressed “Dear Ms. (Last Name)”. “Ms. (First Name) (Last Name)” should be only used in the address block (see sample letter).
- Be accurate. Have someone you trust check your letter for correct spelling and grammar.
- Proofread and edit carefully. Even though your software has spell check capabilities, it does not know the difference between “Dear Brian” and “Dear Brain.” Also check your grammar; good grammar provides clarity. For example:
“The doctor removed a tumor from the woman as big as a grapefruit.” This sentence raises an interesting question: is it the woman or the tumor that is as big as a grapefruit? When put in the proper grammatical order, it is obvious that it is the tumor that is as big as a grapefruit. “The doctor removed a tumor as big as a grapefruit from the woman.”
- When you have finished the letter, read it aloud. If it makes sense, show it to someone whose writing you admire or you may feel free to send us a draft for review and editing if you like. We would be happy to help you put the finishing touches on the letter.

If you are using a computer please save the letter in case a change needs to be made. **Please deliver your letter ADDRESSED TO THE DONOR to:**

Physical location:

Shelly Goldman Black
Office of Stewardship
The Sage Colleges
92 1st Street
Troy, NY 12180

or Mail it to us at:

Shelly Goldman Black
Office of Stewardship
The Sage Colleges
65 1st Street
Troy, NY 12180

Feel free to contact me if you have questions: goldms@sage.edu or (518) 244-2393

The Stewardship Office will notify Financial Aid that your letter has arrived and Financial Aid will then release the funds to your account. We will then mail out your letter for you.

If your thank you letter is not received by the Stewardship Office, your scholarship will be withdrawn and awarded to an alternate, eligible student.

This is what your letter should look like:

(Use single spaced lines. Enter down 8 lines)

Today's Date

Donor's Name
Donor's Street Address
City, State Zip Code

Dear (Mr., Ms., Dr. etc.) (Donor's last name)

[Paragraph 1]

Start by thanking the donor for your scholarship. Use the name of the scholarship when thanking them. Donors do not "select" the student so please do not thank them for "selecting you". (*That is done by the financial aid office.*) Donors provide the funding that you are receiving. Pay attention to the description on your award sheet. Some of the people you are writing to are not the original donors – they may be the relatives of the original donor so please craft your sentence accordingly. {Thank you for providing the funding for a scholarship at (name of college) or {It is an honor to be the recipient of the XXXXXX Scholarship this year} or {I am excited to have been chosen for this honor} or {This is my third year being the XXXXXX Scholar} or something else to that effect. Let your donor know how grateful you are to receive their support and how the scholarship is helping you.

[Paragraph 2]

In this paragraph, you should tell the donor about yourself, your family, hobbies and interests outside of school. They would also be interested to hear if you have any relatives or friends who went to Sage. For example, where you are from, a little about your educational background before entering Sage, and some activities you are currently involved in.

[Paragraph 3]

Next, you should tell the donor why you chose Sage, why you selected your major, what your plans are for the future, both long and short term. For example: employment goals & plans, graduate school intentions, special opportunities you've discovered at Sage and long-range career goals.

[Closing paragraph]

Then thank the donor again, letting them know how much the scholarship is valued. Let them know that you would be happy to meet them or communicate with them and give them a way to get back in touch with you.

Sincerely,

Your Signature

Your Typed Name