

**NOTE: This is an Example for you to create a thank you letter if you do not have access to Microsoft Word.**

Date: **Enter Date**

Re: Scholarship Donor

Fayetteville Technical Community College  
PO Box 35236  
Fayetteville, NC 28303

Dear **[Name of Scholarship]** Donor:

I am writing to thank you for your generous \$**[ ]** scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

Currently I am a **[1<sup>st</sup> / 2<sup>nd</sup> year]** student majoring in **[name of major]** with plans to pursue a career in **[career plans]** upon graduation from Fayetteville Technical Community College.

**[Share a little about yourself and indicate why the scholarship is important.]**

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. I hope one day that I will be able to help students achieve their goal(s) just as you have helped me.

Sincerely,

**[Type your name]**

**[Your address]**

**[City, State, Zip]**