

Sample Scholarship Thank You Letter*

[Date]

Dear [Name of Scholarship] Donor(s), *Example: Dear Raymund Scholarship Fund Donor(s),*

First paragraph: state purpose of letter

Example: I was happy to learn that I was a recipient of the [name of scholarship]. I am writing to thank you for your generous, financial support towards my higher education.

Second paragraph: share a little about yourself, your background, goals, and indicate why the scholarship is important to you.

Example: I am a Marine Biology major who plans to study bull sharks. I am currently a sophomore and plan to graduate in Spring Of 2014. In my family we grew up on the water and although we didn't have a lot of money going to the beach was something we could enjoy as a family. Currently I am interning at Florida Fish and Wildlife working in the shark research lab. Upon graduation, I will seek employment with them so I can continue my research and my dream of educating people about these misunderstood animals.

Third paragraph: close by thanking the donor again and make a commitment to do well with the donor investment.

Example: By awarding me the [name of scholarship], I will be able to focus on my education and put all my energy into doing well in my classes. Your generosity is allowing me to make my goals and dreams a reality. I hope in turn one day I'll be able to give back and help other students achieve their goals.

Sincerely,

[Sign your name]

[Type your name]

[Your address]

[City, State, Zip]

[U Number]

*** This is meant to give you an example of what a good thank you letter should look like only. You should keep yours in this format but make the content your own. If you copy our content, we will not accept your letter which could delay the release of your funds. We also ask that you provide 2 copies of the letter, one for the donor and one for your file.**