

# Grand Valley State University

## Thank you Letter Example

*This is a sample letter to provide you with some ideas and letter format. Do not copy this word for word; your letter should express your personality.*

Your Name  
Street  
City, State Zip

September 1, 20\_\_\_\_

Mr. and Mrs. John Smith  
Street  
City, State Zip

Dear Mr. and Mrs. Smith,

Thank you for funding the *name-of -scholarship* at Grand Valley State University. I am honored to be the recipient.

I thought you might enjoy learning a little bit about me. This is my junior year at Grand Valley, and I am majoring in Engineering. The classes I have enjoyed the most are (list a few classes). When I graduate I hope to start out my career working for a large manufacturing company in the southern United States. I have always wanted to live where the climate is milder and be able to experience life in different parts of our great country. In the future I may pursue a higher degree, but at this point I am unsure.

My family is relatively small, just my parents and a younger sister. My sister is a senior in high school and hopes to also attend Grand Valley State University in the fall. My Dad is a high school chemistry teacher, and Mom is a nurse at the local hospital in my hometown. They have worked very hard to make sure my sister and I have the opportunity to attend college, and although they have saved as much as they could, the scholarship you have provided has helped ease the pain of the increasing cost of tuition.

Outside of classes I enjoy fishing, camping and hiking. I am an active member in student government at Grand Valley, and volunteered in the Science Olympiad for high school students, which is held at Grand Valley each year. Additionally, I enjoy reading books on leadership and history.

It would be a pleasure to meet you in person but until then, please accept my thanks and appreciation for your scholarship. Someday I hope I will be able to help a young person with their education as you have helped me.

Sincerely,  
Jane Doe