

Sample Thank You Letter 1

Place words or numbers instead of bracket. Do not use Italic and/or underline words or numbers.

[Date]

[Mr./Mrs. First and Last Name of Donor or Name of Organization] Or

[Name of Organization] and/or [Name of Scholarship]

[Address]

[City, State, Zip]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter. ← Delete this line!

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

Second paragraph: Share a little about yourself and indicate why the scholarship is important. ← Delete this line!

I am a _____ major with an emphasis in _____ (or minor in _____). I plan to pursue a career in _____ upon graduating from University of Louisiana at Lafayette. I am currently a _____ (Freshman, sophomore, junior, senior) carrying _____ credit hours, and plan to graduate in the _____ (fall or spring or summer of 20__).

After graduation, I will attend _____ to earn my _____ degree. Thanks to you, I am one step closer to that goal.

Or

After graduation, I would like to work in the field of _____. Thanks to you, I am one step closer to that goal.

Third paragraph: Close by thanking the person again and make a commitment to do well with the “donor’s investment.” ← Delete this line!

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. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goal s just as you have helped me.

Sincerely,

[Sign your name here]

[Type your name]

[Your address]

[City, State, Zip]

Sample Thank You Letter 2

Place words or numbers instead of bracket. Do not use Italic and/or underline words or numbers.

[Date]

[Mr./Mrs. First and Last Name of Donor or Name of Organization] Or

[Name of Organization] and/or [Name of Scholarship]

[Address]

[City, State, Zip]

Dear *[Donor Name or Organization Name]*,

First paragraph: State the purpose of your letter. ← Delete this line!

I am writing to express my sincere gratitude to you for making the *[Name of Scholarship]* possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

Second paragraph: Share a little about yourself and indicate why the scholarship is important. ← Delete this line!

I am currently majoring in _____ with hopes of becoming an _____. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

Third paragraph: Close by thanking the person again and make a commitment to do well with the “donor’s investment.” ← Delete this line!

Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, both as teacher and possibly a scholarship to future students like myself.

Sincerely,

[Sign your name here]

[Type your full name]

[Your address]

[City, State, Zip]

[E-mail address]