



Scholarship Thank You Letter Tips & Template

The Importance of Thanking Your Donor

A thank you letter is a simple, yet powerful gesture to show appreciation to your donor for the gift of education you've received. Typically donors ask for nothing in return, but receiving a sincere and personal thank you letter will help donors feel good about their investment in your future, as well as extend their generosity to other deserving students like you.

General Tips

- Write your letter in a well-constructed business format (see template below).
- Be clear and concise.
- Express enthusiasm and authenticity.
- Proofread carefully. Check spelling, grammar and punctuation.

Sample Thank You Letter Format

Date

Mr. /Mrs. First and Last Name of the Donor or Name of Organization

Name of Scholarship

Address

City, State, Zip Code

Dear [Donor's Name or Organization Name],

First paragraph: State the purpose of your letter.

- *Show your appreciation for receiving the scholarship*

Second paragraph: Share a little about yourself and indicate how the scholarship will make a difference in your education.

- *Tell about your present experiences: current educational goals, community work, extracurricular activities, internship and professional experiences.*
- *Talk about your plans after completing your studies at LaGuardia Community College.*
- *How the scholarship will help you attain your future goals.*

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

- *Show gratitude to the donor.*

Sincerely,

[Sign your name]

[Type your name]

[Your address]

[City, State, Zip Code]