



# Scholarship Thank You Letter Tips & Template

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## 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]*