



Basic Template for Thank You Letter

Date

Your Name
Your Full Mailing Address

Dear *Name of Scholarship* Donor,

Introductory paragraph: State the name your scholarship and the award amount. Include a personal thank you sentence.

Main paragraph: Mention your program of study, your career goals, and how this scholarship helps you achieve these goals.

Closing paragraph: Mention obstacles you overcame to attend college, any community service, veteran or parental status, note if you are a working student, etc. Thank the donor for investing in your education and add any other information that you would like to share.

Sincerely,

First and Last Name (your name in a script font OR print the letter, sign it, and scan the letter to your computer)

First and Last Name