

NOTE: This is an Example for you to create a thank you letter if you do not have access to Microsoft Word.

Date: Enter Date

Re: Scholarship Donor

Fayetteville Technical Community College
PO Box 35236
Fayetteville, NC 28303

Dear [Name of Scholarship] Donor:

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

Currently I am a [1st / 2nd year] student majoring in [name of major] with plans to pursue a career in [career plans] upon graduation from Fayetteville Technical Community College.

[Share a little about yourself and indicate why the scholarship is important.]

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. I hope one day that I will be able to help students achieve their goal(s) just as you have helped me.

Sincerely,

[Type your name]

[Your address]

[City, State, Zip]