
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 a scholarship. Typically donors ask for little 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 below)
- Be clear and concise.
- Express enthusiasm and sincerity
- Proofread carefully. Check spelling, grammar, and punctuation.
- Note that donors do not select recipients of their scholarship; they have provided the funding that makes your scholarship possible.

Sample Format

Date

*Mr. /Ms. Frist and Last Name of Donor **OR** Organization Name
Name of Scholarship*

*Dear Mr. /Ms. Last name of Donor **OR** Organization*

1st Paragraph: Express your appreciation for the scholarship

Thank you for the _____ Scholarship at HCC. I am grateful to receive it because

I appreciate assistance from _____ for an HCC scholarship. I need the support for . . .

I am grateful for receiving the _____ Scholarship. I am a student at HCC and in the future I plan to . . .

2nd Paragraph: Share something about yourself and how the scholarship will make a difference

You may wish to add personal information such as your major, family, or current work situation or extracurricular activities. Add your plans after HCC, if not included above.

Be sure to sign the correspondence “Sincerely,” or “With gratitude,” or “Respectfully,” and your name. You may also include your address and/or telephone number.