



## Scholarship Thank You Letter Sample

### Writing a Well Written Letter

The most important aspect of your letter is that it is free of both grammatical and spelling errors. Other important tips to consider are:

1. Write clearly and concisely.
2. Double-check for typos and grammatical errors.
3. Express enthusiasm.
4. Be sincere.
5. Send the letter typewritten in business format.

### Sample Thank You Letter

[Date]

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

[Name of Scholarship]

[Address]

[City, State, Zip]

Dear [Donor Name or Organization Name],

**First Paragraph: State the purpose of the letter.**

This letter is to thank you for your kind donation of \$500 for the [Name of scholarship] ABC scholarship. I was very delighted and enthusiastic to learn that I was selected as a recipient of your scholarship.

**Second Paragraph: Share a little about yourself and indicate why the scholarship is important.**

I am a Business major and plan to pursue a career in the Business Management field. I am currently a sophomore registered for a full-time course load. I plan to graduate in the fall of 2018 with an Associate's degree in Business Management and Technology.

**Third paragraph: Close by thanking the person again and make a commitment to do well with the donor's investment.**

By granting me the [Name of scholarship], you have eased my financial burden which will allow me to focus on my education. Your generosity has inspired me to help others and give back to my community as well. I hope to one day make a difference in a student's life just how you have made a difference in mine.

Sincerely,

[Sign your name],

[Type your name]

[Your Address]

[City, State, Zip]