



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 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 Scholarship

Address

City, State, Zip Code

Dear [Donor's Name or Scholarship Name],

First paragraph: State the purpose of your letter and show your appreciation for the scholarship.

Second paragraph: Share a little about yourself and indicate how the scholarship will make a difference in your education.

- Tell the donor where you are originally from.
- Tell about your present experiences: current educational goals, extracurricular activities, internship and professional experiences.
- Tell when do you plan to graduate.
- Talk about your plans after completing your studies at LaGuardia Community College. Like will you be attending a 4-year college, if so where do you hope to go? If you are not going to a 4-year college, where do you plan to work?
- Tell 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.

Sign your name]

[Type your name]

[Your address]

[City, State, Zip