

Sample Thank You Letter

[Date]

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

[Name of Scholarship]

[Donor Address]

[Donor City, State, Zip]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.

I am writing to thank you for your generous \$500 [Name of scholarship] scholarship. I was very happy and appreciative 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 Biology major with an emphasis in physiology and anatomy. I plan to pursue a career in pharmacy upon graduating from St. Petersburg College. I am currently a junior and will graduate in May 2013. After graduation, I plan to attend the University of South Florida to earn my business degree. Thanks to you, I am one step closer to that goal.

Third paragraph: Thank the donor again and make a commitment to do well with their investment.

By awarding me the [Name of scholarship], you have lightened my financial burden. This allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here]

[Recipient Name - typed]

[Recipient Address]

[Recipient City, State, Zip]