



Presidential Scholarship Program

**How to Write
A Well Written
Thank You Letter**

The Importance Of Thanking Your Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave in the first place and often help secure continuing gifts for future students.

Writing A Well Written Letter

Make sure the letter is free of both grammatical and spelling errors. You are an important part of the university, and the way you articulate yourself in your letter is a reflection on all of us.

Thank You Letter Tips:

1. Write clearly and concisely.
2. Double-check for typos and grammatical errors.
3. Express enthusiasm.
4. Be sincere.
5. Send it typewritten in business format.
6. Use quality paper.

The sample letter (on reverse side of this page) is to help you compose your thank you letter in your own words in a professional business format.

Sample Thank You Letter

[Date]

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

[Address]

[City, State, Zip]

Dear *[Mr./Ms. Donor Last Name or
Organization Contact Name]*,

First paragraph: State the purpose of your letter.

I am writing to thank you for your generous sponsorship of my Presidential scholarship. I was very happy and appreciative to learn that I was selected as the 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 XYZ University. I am currently a junior carrying 17 units, and plan to graduate in the fall of 20##. After graduation, I will attend XYZ Pharmacy School to earn my pharmaceutical degree. Thanks to you, I am one step closer to that goal.

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

By awarding me this scholarship, you have lightened my financial burden which 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]

[Type your name]

[Your address]

[City, State, Zip]

[your email address]