



## How to Write a 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. They are interested in hearing about you - your academic plans, activities, and career goals, as well as what this scholarship means to you. Your letter reminds them why they gave in the first place and often help secure continuing gifts for future students.

### Crafting a Well Written Letter

Make sure the letter is free of both grammatical and spelling errors. You are an important part of the Pikes Peak Community College Family, and the literacy demonstrated in your letter is a reflection on us all.

#### Thank You Letter Tips:

1. Write clearly and concisely.
2. Double-check for typos and grammatical errors.
3. Express enthusiasm.
4. Be sincere.
5. It can be handwritten (if you write legibly) or typewritten in business format.
6. Use quality paper (unless you have been asked to type the letter in an online format).

You were awarded a scholarship because your personal qualities and academic abilities stood above many other applicants. Sending a typed thank you letter confirms that this scholarship was important enough to you to take the time to present yourself in a professional manner.

The sample letters (provided below) are to help you compose your own thank you letter in a professional business format. Do not copy these sample letters; use them as a template to construct a message that is unique to you.

## Sample Thank You Letter 1

[Date]

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

[Address]

[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 the recipient of your scholarship.

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

Currently, I am pursuing a business transfer degree at PPCC. I am particularly interested in Managerial Accounting and plan to transfer to UCCS to complete a Bachelor's degree in Accounting. After graduating, I hope to work for a manufacturing company and work my way up to the position of Chief Financial Officer. 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 the [Name of 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]

## Sample Thank You Letter 2

[Date]

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

[Address]

[City, State, Zip]

Dear [Donor Name or Organization Name],

***First paragraph: State the purpose of your letter.***

I am writing to express my sincere gratitude to you for making the [Name of Scholarship] possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

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

I am currently majoring in Early Childhood Education with hopes of becoming an elementary teacher. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

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

Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, both as teacher and possibly a scholarship to future students like myself.

Sincerely,

[Sign your name here]

[Type your name]

[Your address]

[City, State, Zip]