



HOW TO PREPARE A THANK YOU LETTER

Scholarship donors are generous and caring people who give to support the educational endeavors of students like you. Receiving a thank you letter from you reminds them why they gave in the first place and inspires them to continue donating to benefit even more students. **If you are receiving more than one scholarship, you will need to write a letter to each scholarship's donors.**

Writing A Well Written Letter

You were awarded a scholarship because your personal qualities and academic abilities stood above 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. You are representing Santa Monica College as well as yourself.

Thank You Letter Guidelines:

- ✓ Write clearly and concisely
- ✓ Double-check for typos and grammatical errors
- ✓ Express enthusiasm
- ✓ Be sincere
- ✓ Typewritten in business format
- ✓ Hand sign

A template is provided below to help you compose your own thank you letter.

[Date]

Dear Donor to the [Name of Scholarship],

First paragraph: State the purpose of your letter.

It may seem obvious to you, but please state that you are writing to thank them. Include your happiness and appreciation upon learning you were selected.

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

- Your major
- Plans for your future, including educational and career plans.
- Any personal history you feel comfortable sharing.
 - Are you the first in your family to attend college?
 - Do you work in addition to attending school?
 - Are you a parent?
 - Did you imagine yourself as a college student when you were younger?
 - Are there challenges you have to completing your education that are helped by easing the financial burden, or by receiving this “vote of confidence” from a caring stranger?
- Your financial need for the scholarship (if applicable).
- Feelings about being selected.

Third paragraph: Close by thanking the person again and make a commitment to do well with the “donor’s investment.” Does receiving the scholarship motivate you to work hard in your classes, or achieve a position to help others? Please include a few sentences related to the impact beyond the immediate financial assistance.

Sincerely,

[Sign your name here]

[Type your name]

[Your address]