

# Sample Thank You Letter for Scholarship Donors

Your First and Last Name  
Your Home address  
Your City, State ZIP

Date of Letter

DONATING ORGANIZATION or INDIVIDUAL DONOR  
Address  
City, State ZIP

Dear ORGANIZATION or INDIVIDUAL DONOR,

I was very happy to be selected to receive the (NAME OF SCHOLARSHIP). I am writing to thank you for your generous financial support which has afforded me the ability to focus on my career goals.

I am a (LIST YOUR MAJOR) at Marian University who plans to pursue (TALK ABOUT YOUR CAREER GOALS AND ASPIRATIONS- have at least 3 sentences).

Your financial generosity has allowed me to be one step closer to my goal and has inspired me to help others by giving back to the community while achieving my own academic success. I hope one day I will be able to help others achieve their goal as you have helped me. Thank you again for your scholarship.

Sincerely,

*Sign Here*


Your First and Last Name  
Student  
Marian University

**First Paragraph:** Write about your gratitude for receiving the scholarship.

**Second Paragraph:** Discuss your academic career (including the university) and talk about your plans for the future. Talk about any leadership experiences/extracurricular activities you might be apart of.

**Third Paragraph:** Thank the donor again and let them know how you plan to use the award to help with your future goals and your ability to give back to the community.

**Actually sign your letter!**



**A good thank  
you letter  
should never  
be more than  
one page.**

## More Tips:

- Letter should be single-spaced.
- Make sure there is only one space between paragraphs.
- Review letter for spelling and grammar errors.
- Three paragraphs is usually sufficient.
- Make sure your letter indicates that the donors gift has been put to good use.