

How to Write a Scholarship Thank You Letter

Thank You Letter Tips:

- Check your letter for grammatical errors.
- Be sincere.
- Express Gratitude.

The sample letter below is to help you compose your own thank you letter, please do not copy the letter and use it as your own.

Sample Thank You Letter

Dear [Scholarship Name] Donors,

First paragraph: State the purpose.

I am writing to thank you for your generous \$500 [Scholarship Name] scholarship. I was pleased and appreciative to learn that I was selected as the recipient of your scholarship.

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

I am a Sociology major and plan to pursue a career in Social Work after I transfer out of Allan Hancock College. I hope to transfer to Cal Poly SLO in the fall of 2023 and graduate with my bachelors in Social Work. I am currently taking 17 units a semester at AHC and am on track to transfer in the fall. Thanks to you, I am one step closer to that goal.

Third paragraph: Close by thanking the person again and committing to pursuing your goals.

By awarding me the [Scholarship Name], you have lightened my financial burden, which allows me to focus on my school work. Your generosity has inspired me and 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]