

SEND A THANK YOU LETTER WITH FORMATTING

Achievements speak for themselves, but certain personal traits are also desirable in the eyes of educational benefactors. Interviews are often part of the scholarship application process, so candidates and scholarship administrators have personal contact during the review. **Just as it is important to present yourself favorably during the scholarship application process, following up with a thank you cements your image with scholarship sponsors.**

Keep letters brief, but make sure to tell the donor(s) about yourself, the impact their generosity has on your education, as well as future goals that are supported by the educational funding that has been provided. Generally, your thank you response should be submitted in paper form, to the individual or organization most instrumental in landing you the award. Follow these guidelines for most scholarship thank you letters.

- Grammar and spelling should be checked and correct – it is, after all, an academic award.
- Be genuine and sincere in the tone of your thank you letter.
- Show your personality. The formality remains, but you are now an appreciative recipient, rather than a prospective candidate. There is nothing wrong with acknowledging your enthusiasm and excitement about winning the scholarship.
- Submit your letter in a business-type structure, typewritten on high quality resume paper.
- Above all, convey your message of thanks clearly and somewhat concisely.

Date

Your Name

Address

Donor Name
Address

Dear Scholarship Donor,

TYPE YOUR GREETING

I am honored to be one of the recipients of the _____ Scholarship. Thanks to your generous support I am the first in my family to attend college.

TYPE INFORMATION ABOUT YOUR PATH

I have just begun my studies at _____ College/University and can already report that my academics are off to a first-rate start. My plans at this stage are to....

SIGN YOUR THANK YOU

Sincerely,

Your Name