

Sample Thank You Letter 1

[Date]

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

c/o Christa Reid
Eastern Michigan University
College of Education, Dean's Office
310 John W. Porter Building
Ypsilanti, MI 48197

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.

I am an Early Childhood major. I plan to pursue a career teaching kindergarten after I graduate from Eastern Michigan University. I am currently a junior carrying 17 units, and plan to graduate in the fall. 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]