

Sample Thank You Letter 2

[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 express my sincere gratitude to you for making the [Name of Scholarship] possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

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

I am currently majoring in Special Education specializing in autism spectrum disorders. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."

Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, possibly a scholarship to future students like myself.

Sincerely,

[Sign your name here]

[Type your name]
[Your address]
[City, State, Zip]