

Instructions for Writing a Thank You Letter for a Scholarship

Special Instructions

- A typed letter rather than handwritten letter or notecard is required, saved and sent as a Word document.
- Send your thank you letter to the email address indicated in your award letter or award email.
- The College of Arts & Sciences Development Team will format, print and mail your letter on your behalf.
- Please proofread and spellcheck the thank you letter.
- Please refer to the complete name of your scholarship in the thank you letter.
- **Donor names and addresses have been suppressed for donor confidentiality purposes.** Please use either “**To whom it may concern,**” or “**Dear Donor,**” for the salutation of your thank you letter.

Components of a Scholarship Thank You Letter

- **Contact Details** - typically a thank you letter begins with a date and contact details such as the name and address of the organization or donor, and the name of the scholarship awarded. **In this case, please just use a date and name of Scholarship ahead of the salutation.**
- **Purpose of Letter** - the purpose of the thank you letter is explained in the **first paragraph** of the letter. You should give the details regarding why you're writing them, what you're thanking them for, and then go on to give your thanks in a few words. Please include the full name of the award you received.
- **Details about Self** - details about yourself come in the **second paragraph** and will allow them to see the human side to all the achievements and other considerations made before you were awarded the scholarship. Please include details about your academic interests as well as your future goals in life and in your education path.
- **The Importance of the Scholarship** - the **second paragraph** should also describe the importance of the scholarship for you personally. You can mention how the scholarship has helped you get that much closer to your future.
- **Promising a Performance** - the **third paragraph** should end by thanking them for their financial support and promising that you will do well with the scholarship that was provided and use it wisely for furthering your education.
- **Contact Details of Self** - end the letter with your full name and/or electronic signature, contact information you are comfortable with sharing such as email address, mailing address, and phone number, or name and College Department.

Sample One -Thank You Letter to Scholarship Donor

**These sample letters are meant to give you an idea of what to include in your letter, please use your own thoughts and words.*

Date

Re. Name of Scholarship, Fellowship or Award

Dear formal name of donor,

I am writing to you from the University of Aberdeen in Scotland, to thank you for your generous support of University of New Mexico Scholars like myself. Because of your support through the Name of Scholarship, I am able to enrich my undergraduate degree through UNM's Study Abroad program. Through this program I count myself an unofficial emissary to the United Kingdom, representing the University of New Mexico half-way around the globe, made possible only with your continued financial support.

At UNM, I am pursuing a dual-degree in English and History with a minor in Medieval Studies. And what better place to study Medieval History and Literature than in the country where so much of it happened? At the University of Aberdeen I am taking such classes as "Arthur in Medieval Welsh and Gaelic Literature," "War and Society in the Later Middle Ages," and a "History of Language in the British Isles." I couldn't be more pleased with my classes for both terms, and I believe I will gain invaluable knowledge from my participation in them.

Additionally, I plan to do a great deal of traveling around Scotland and the UK to see the locations I am learning about in class firsthand. Again, this kind of hands-on experience is only possible through financial aid from generous donors like you. Between Aberdeen University's International Student Society and their Celtic Society, I will learn so much about Scotland and its culture, and participate in many trips to see this beautiful land. I will also be taking personal initiative to see the sights on my own time: backpacking through the Highlands, visiting the islands of Skye, Iona, and Orkney, as well as visiting other monumental nearby locations such as Stonehenge, Dublin, London, and Canterbury.

Probably the most important component of your contribution to my studies is that my normal scholarship will run out at the end of this year, and between two majors and studying abroad, I will be graduating a year later than is normal. This makes your aid that much more valuable to my studies both now and when I return to UNM.

All the more so because you are in part funding the trip, I invite you to share in my travels in Scotland at my blog (----.blogspot.com), or to keep in touch via e-mail (janedoe@unm.edu).

I remain gratefully yours,

Your name

Address

Email address

Sample Two -Thank You Letter to Scholarship Donor

Date

Re: Name of Scholarship, Fellowship or Award

Dear Donor,

I would like to take this opportunity to thank you for your generosity in funding the _____ Scholarship. I am extremely honored to be the recipient of this award.

I am currently a freshman/sophomore/junior/senior majoring in Education, and my GPA is _____. I have completed _____ credit hours by taking classes as a part-time student for the last three years. My goal is to complete my degree here at Kennesaw State University and then teach high school French and English in the southeastern part of Georgia.

While attending school I have been involved with the Future Teachers of America and Lambda service organization. We provide tutoring and mentoring on a weekly basis to two elementary schools located near the university campus. I have also helped organize three campus blood drives and a winter coat collection.

Receiving this scholarship motivates me to maintain my GPOA and complete my degree. I look forward to being able to give back to the community once I begin my career teaching. I thank you for your confidence and willingness to help me achieve my goals.

Sincerely,

Your Name

Address

Email address

Thank you for writing a letter for your scholarship donor!

Scholarship donors are generous and caring people who give to support the educational endeavors of talented and deserving students like you. They typically ask for nothing in return, but receiving a well-written thank you letter from a student is always special and lets the donor know that his or her generosity was greatly appreciated. **Your letter reminds them why they gave in the first place and often helps secure continuing gifts for future students.**

Please email your thank you letter to asthankyou@unm.edu within 2 weeks of receiving your scholarship notification. Letters not received within this time frame result in the award being rescinded.