

Sample Scholarship Thank You Letter

[Date]

Dear *[Use Salutation on Instruction Page]*,

First paragraph: *State the purpose of the letter*

I was very happy to learn that I was a recipient of the *[Name of Scholarship]*. I am writing to thank you for making this generous financial support towards my higher education possible.

Second paragraph: *Share something about yourself, your background, goals, and indicate why the scholarship is important to you. You can use segments from your scholarship essay if that is helpful.*

I am a mathematics major who plans to pursue a teaching career on the secondary level. I grew up in a small community and both my parents are school teachers. They taught me the value of education and how it can change lives. I want to help young people learn the same things that I did in high school. I plan to transfer to *[Name of University]* to complete my teaching degree. I would like to teach in one of our local schools.

Third paragraph: *Tell the donor something of what you have experienced at SPC this fall semester, perhaps how your classes are going and what you have learned.*

My classes at SPC have been challenging, but I have enjoyed working with my instructors. I have enrolled in core math courses that will help me prepare for more advanced study later.

Fourth Paragraph: *Close by thanking the donor again and make a commitment to do well with the donor's investment.*

The *[Name of Scholarship]* has allowed me to concentrate on what is important to me right now, my education. Your financial generosity has allowed me to move closer to my goal and has inspired me to help others by giving back to the community. Thank you for supporting my education. I hope to be able to do the same for someone else one day.

Sincerely

[Sign your name]

*[Your address]
[City, State Zip]*