The Importance Of Thanking Your Donor

Scholarships are funded by real people often in memory or in honor of a loved one or favorite professor. Therefore, it is very important to thank those that made your scholarship possible. Not only is it simple courtesy, but often thank you letters can result in increased scholarship funds from donors – which further benefits students.

Things to be included in your letter

- Educational Background (your year in school and major)
- Accomplishments/Achievements (obstacles you have overcome to attend college)
- Extracurricular Activities (stories about a relevant extracurricular or community service project that impacted your life)
- Goals and Aspirations (your future plans - both immediate and long term; include career you wish to pursue)
- Mention your appreciation for the scholarship that you received, and your plans for utilizing the funds. ("Thank you for making this scholarship possible" or "Your scholarship makes it possible for me to concentrate more fully on my courses.")
- Remember that the donor did not select you as the recipient, but provided the funds for the scholarship, i.e. "Thank you for making the ACS Hach Land Grant Scholarship possible......"

Tips on writing your letter

- Address your letter to specific donor – donor name will be listed in your electronic PSA
- Use formal letter format including date, sender’s name/address block, salutation (e.g. Dear...) and closing (e.g. Sincerely, With Warm Regards, &c) – Example Below
- Be concise in your letter, but sincere
- State what the thank-you is for by using the full and correct scholarship name and donor contact name provided in your award letter
- Make sure that you sign your letter
- Check all spelling and grammar after you have completed your letter.

Make sure the letter is free of both grammatical and spelling errors. The literacy demonstrated in your letter is a reflection on all of us.

Additional Thank You Letter Tips

1. Write clearly and concisely.
2. Edit for typos and grammatical errors.
3. Express enthusiasm.
4. Be sincere.
5. Use quality paper.

You were awarded a scholarship because your personal qualities and academic abilities stood above all other applicants. Sending a typed thank you letter confirms that this scholarship was important enough to you to take the time to present yourself in a professional manner.