

Scholarship Thank-You Letter Template

Instructions

Write a scholarship thank-you letter addressed to your donor immediately after winning the award. Follow the guidance below to craft your own letter.

Today's date

Name of Donor
Title and/or Organization Name
Address
City, State, Zip Code

Dear [Name of Donor], (Use Mr./Ms./Mx. and their last name, if appropriate)

1st paragraph — State the purpose of your letter. Express sincere gratitude for the chance to be considered for the scholarship award. Mention the scholarship organization and dollar amount by name. Communicate your excitement about the award. Write clearly, succinctly, and with sincerity.

2nd paragraph — Share the impact of the award. Talk about yourself, your education plans, and how you plan to spend the scholarship money — like tuition or textbooks. Highlight how the scholarship award made a meaningful contribution toward your professional development.

3rd paragraph — Express gratitude. Finish the letter by reiterating your appreciation for the donor's time and scholarship award. Make a commitment to work hard in your education and future endeavors. Mention that you are looking forward to staying in touch — and then follow through by sending updates about your professional journey.

Sincerely,
Printed name
Signed named

University Name and Class Year
Your Address
City, State, Zip Code
Your Phone Number