

Scholarship Thank You Letter 101

Nothing shows a donor how much their financial contributions matter most than by receiving a thank you letter from their scholarship recipients. These generous individuals have shown their belief and enthusiasm toward higher education and your success. Now it's your turn express your gratitude!

When writing a thank you letter to your donor, there are a few key ideas to keep in mind. Follow these quick tips below to write an outstanding letter.

Thank You Letter Format

- ✓ Pay attention to your grammar and spelling. Double check to make sure you spelled your donor's name correctly. Generally, letters should be typed. If you are unable to type your letter, be sure to use legible handwriting. Greeting cards are acceptable if the handwriting can easily be read.
- ✓ Letters should be at least one-half page in length but no longer than one full page double-spaced.
- ✓ Type and personally sign your name at the end of the letter. This will help add a personal touch to the letter that your donor will greatly appreciate.
- ✓ Don't forget to reference the scholarship that you received from this donor.
- ✓ Take the time to proofread. Try reading your letter aloud or have a peer look it over for grammar, spelling, and punctuation mistakes.

Thank You Letter Content

- Tell your donor about yourself by stating some of the following information:
 - Your hometown
 - Family background
 - Why you decided to pursue your degree at Central Wyoming College and what life experiences made you decide to pursue higher education
- Include information about your current situation, such as:
 - What degree you are pursuing at Central Wyoming College
 - What activities you are involved in both on- and off-campus
- Describe how the donor's scholarship will help you meet your educational goals/plans.
- Finally, you may want to include information about your future aspirations:
 - What you hope to accomplish while attending Central Wyoming College and how your scholarship will help you achieve this
 - What your plans after graduating from Central Wyoming College include and what your career goals entail

Please note that the Central Wyoming College Foundation will request a student to rewrite his/her thank you letter if it does not meet these suggested guidelines.

If you have questions or need help, please contact the
Central Wyoming College Foundation office at (307) 855-2035.