Scholarship Thank You Letters

The Importance of Thanking Your Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. They ask for nothing in return. Receiving a well-written thank you letter from the student who received their scholarship is always special and lets the donor know how much you appreciate their support. Your letter reminds them why they gave in the first place and often helps secure continuing gifts for future students.

Writing A Well Written Letter

Make sure the letter is free of both grammatical and spelling errors. You are an important part of Utah State University, and the literacy demonstrated in your letter is a reflection on all of us.

Thank You Letter Tips:

Keep letters brief, but make sure to tell the donor(s) about yourself, the impact their generosity has on your education, as well as future goals that are supported by the educational funding that has been provided. Follow these guidelines for most scholarship thank you letters.

- Grammar and spelling should be checked and correct – it is, after all, an academic award.
- Be genuine and sincere in the tone of your thank you letter.
- Show your personality. The formality remains, but you are now an appreciative recipient, rather than a prospective candidate. There is nothing wrong with acknowledging your enthusiasm and excitement about winning the scholarship.
- Above all, convey your message of thanks clearly and somewhat concisely.

You were awarded a scholarship because your personal qualities, financial need and/or academic abilities stood above all other applicants. Sending a thank you letter confirms that this scholarship was important enough to you to take the time to present yourself in a professional manner. The sample letters (provided below) are to help you compose your own thank you letter in a professional format.

Sample Thank You Letter 1

[Date] [Mr./Mrs. First and Last Name of Donor or Name of Organization ] [Name of Scholarship]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.
I am writing to thank you for your generous [amount of scholarship] [Name of scholarship] scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

I am an Art + Design major with an emphasis in [your area of study]. I plan to pursue a career in [career] upon graduating from Utah State. I am currently a [sophomore, junior or senior] carrying [number of credits you are taking each semester] credits, and plan to graduate in the spring of 2022. After graduation, I will [what are your plans for after graduation]. Thanks to you, I am one step closer to that goal.

Third paragraph: Close by thanking the person again and make a commitment to do well with the donor’s investment.

By awarding me the [Name of scholarship], you have lightened my financial burden, which allows me to focus more on the most important aspect of school: learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here] [Type your name]

Sample Thank You Letter 2

[Date] [Mr./Mrs. First and Last Name of Donor or Name of Organization ] [Name of Scholarship]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.

I am writing to express my sincere gratitude to you for making the [Name of Scholarship] possible. I was thrilled to learn of my selection for this honor, and I am deeply appreciative of your support.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

I am a [sophomore, junior, or senior] with an [area of study] major; I hope to become an [what do you hope to become? A teacher for example.] upon graduating from Utah State. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time on studying.
Close by thanking the person again and make a commitment to do well with the donor’s investment.

Thank you again for your generosity and support. I promise you I will work very hard and eventually give back to others, both as teacher and possibly a scholarship to future students like myself.

Sincerely,

[Sign your name here] [Type your name]

Sample Thank You Letter 3

[Date] [Mr./Mrs. First and Last Name of Donor or Name of Organization ] [Name of Scholarship]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.

I am honored to be one of the recipients of the ____________Scholarship. Thanks to your generous support I am the first in my family to attend college.

Growing up in a less privileged community has not only offered financial and academic challenges but has also helped me realize the value of a college education.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

I have just begun my undergraduate career as a [freshman, junior, senior] at Utah State University and I can already report that my academics are off to a first-rate start. My plans at this stage are to complete a major in [emphasis area] in Art + Design. Utah State University offers one of the finest programs in the country and I consider myself fortunate to be able to attend.

Third paragraph: Close by thanking the person again and make a commitment to do well with the donor’s investment.

Working as a volunteer in my community throughout my high school career, I enjoyed helping people learn about community services available to them. I hope to be able to serve in an artistic position sometime in the future, where I might have even more of an ability to help less fortunate and under-represented social groups. My educational pursuits would not be possible without generous support from scholarship sponsors like your organization. Thank you for enabling this opportunity!

Sincerely,

[Sign your name here] [Type your name]