



## Sample Scholarship Thank You Letter

There are many individual and corporate donors that look to award deserving students that meet their criteria for scholarships. When receiving a scholarship it is in good faith that the recipient writes a thank you letter to the donor. There are six different components of a scholarship thank you letter. These components are contact details, purpose of the letter, details about you, the importance of the scholarship to you and promising performance to the donor. Below is an example of a scholarship thank you letter to the donor:

February 10, 2015

Mr. Paul Jones  
Paying for School  
1234 Institution Lane  
Dallas, Texas 75241

Dear Mr. Jones,

I would like to take this opportunity to thank you for your generosity in awarding the \_\_\_\_\_ to me. I am very honored to be the recipient of this award.

I am currently a junior majoring in Business, and my GPA is 3.03. I have completed 75 credit hours by taking classes as a full time student for the past two years. My goal is to complete my degree at the \_\_\_\_\_ and then work for an organization in the Permian Basin area.

Receiving this scholarship motivates me to maintain my GPA and complete my degree. I look forward to being able to give back to the community once I begin my career. I thank you for your confidence and willingness to help me achieve my goals.

Sincerely,

John Johnson