



Tips for Writing a Thank You Letter

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 typically ask for nothing in return, but receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. 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 the Labette Community College Family, and the literacy demonstrated in your letter is a reflection on all of us.

Thank You Letter Tips:

1. Send it typewritten in business format.
2. Write clearly and concisely.
3. Double-check for typos and grammatical errors.
4. Express enthusiasm.
5. Be sincere.

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.

If you have any questions, please contact the Foundation & Alumni Office at 620-820-1212 or email LindiF@labette.edu.

Sample Scholarship Thank You Letter

Please use this sample as a loose guideline, not for copying word for word.

[Date]

Dear [Name of Donor] *for example, Ms. Rose Smith,*

First Paragraph: state purpose of letter

I was very happy to learn that I was a recipient of the [Name of Scholarship]. I am writing to thank you for your generous financial support towards my higher education.

Second Paragraph: share a little about yourself, your background, goals, and indicate why the scholarship is important to you.

I am a Business Administration major at LCC. I am active in the LCC chapter of FBLA-Collegiate, which is an on-campus organization that helps students preparing for careers in business related fields. I plan to graduate in May. After graduating from LCC, I plan to transfer to a four year university to earn a bachelor degree.

Third Paragraph: close by thanking the donor again and make a commitment to do well with the donor investment.

By awarding me the [Name of scholarship], I am able to work a little less, which will give me more time to concentrate on my studies. Your generosity has allowed me to be one step closer to my goal and has inspired me to do my best in my classes. I hope one day I will be able to help other students achieve their goals as you have helped me.

Sincerely,

[Sign your name]

[Type your name]

[Type your address]

[City, State, Zip]