***Sample Scholarship Thank You Letter***

Date:

Dear Name of Donor: (Mr. Doe)

(Paragraph #1)
Include a statement thanking the donor for the scholarship (use the name of the scholarship in the sentence). State the reasons why the scholarship is important to you and your education. State how your opportunity to attend college has affected your life and your family.

(Paragraph #2)
Include information about you and your program of study. State your future career plans and goals and how you will use your education/degree (go to work immediately after graduation or transfer to a University, etc).

(Paragraph #3)
State again how much you appreciate receiving the scholarship.

Sincerely,

(Signature)

Your full name