

SAMPLE THANK YOU LETTER TO SCHOLARSHIP DONOR

Your name
Address
Student ID

Date

Dear Mr./Mrs./Dr. _____:(insert donor's last name)

I would like to take this opportunity to thank you for your generosity in funding the _____ Scholarship. I am honored to be the recipient of this award.

I am currently a freshman/sophomore/junior/senior majoring in _____, and my GPA is _____. I have completed _____ credit hours by taking classes as a part-time student for the last three years. My goal is to complete my degree here at the University of Arkansas at Little Rock and then teach high school French and English in the southeastern part of Arkansas.

While attending school I have been involved with the Student Government Association and Lambda Omega service organization. We provide tutoring and mentoring on a weekly basis to two elementary schools located near the university campus. I have also helped organize three campus blood drives and a winter coat collection.

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 teaching. I thank you for your confidence and willingness to help me achieve my goals.

Sincerely,
Your name

*This letter is meant to give you an idea of what to say to your donor in your letter, please use your own thoughts and words.