

## Example Thank You Letter for Scholarships

You were awarded a scholarship because your personal qualities and academic abilities stood above all other applicants. Please use your own words and make this letter original and unique to you.

- Express your thanks for the scholarship
- Address your letter to the donor
- Type in a Word document
- ½ to 1 page in length
- Proof read carefully
- Sign your letter

*[Date]*

Dear *[Donor Name or Organization Name]*,

*First Paragraph: State the purpose of your letter. Include the name of the scholarship.*

*For example: Thank you for your generous *[Name of Scholarship]* scholarship. I was very honored and appreciative to learn that I was selected as the recipient of your scholarship.*

*Second Paragraph: Share your educational goals and indicate why the scholarship is important.*

*For example: I am a Business major with an emphasis in Accounting. I plan to attend *[Name of University]* after graduating from Snow College to pursue a career as a CPA. This is my second year attending Snow College and plan to graduate in May of 2023. Thanks to your generous scholarship, 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.”*

*For example: 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,

*[Signature]*

*[Your Name]*

*[Your Address]*

*[City, State, Zip]*

Please submit your letter by mail, email, fax, or drop it off in person to the Scholarship Office.

150 College Avenue  
Ephraim, UT 84627  
[scholarships@snow.edu](mailto:scholarships@snow.edu)