



How to Format a Scholarship THANK YOU Letter

- MiraCosta donors do not select the scholarship recipients and do not know anything about you.
- Donors appreciate receiving a thank you letter from students who are awarded their scholarship.
- Your thank you letter encourages them to continue to support scholarships for students.
- For assistance writing a scholarship Thank You letter, please visit the MiraCosta Writing Center.

Type in today's date

(scroll down 4 lines)

Donor's Name
Organization – *if any*
Address
City, State, Zip

Dear (***Donor's Name***) or if it is an organization (**To Whom It May Concern**):

Opening statement should thank the donor for the award.

(ex. Thank you for your generosity in awarding me the (name of scholarship). I am honored to be the recipient of this award . . .)

Paragraph 2:

List your education goals and any volunteering, sports, or outside activities you participated in or are currently involved. You can cut/paste this information from your Personal Statement.

Closing paragraph is a summary thanking them for the award and how the funds will help.

(ex. Receiving this scholarship motivates me to maintain my GPA and complete my degree. The money given to me will be very helpful in paying my education expenses . . .)

Sincerely,

sign your name

Your Name
Address
City, State Zip
Email



How to Address an Envelope

Be sure to write neatly when addressing your envelope so your letter will reach its correct destination.

Always include the following three items:

1. **RETURN ADDRESS:** This is the information about you (the sender of the letter). In the top left corner on separate lines write:

*Your full name
Your Street Address
Your City, State Zip Code*

2. **ADDRESS:** This is the name and address of the person (recipient) you are sending the letter to. On separate lines write:

*Donor's Full Name
Street Address
City, State Zip Code*

Use postal abbreviations when writing the state. Postal abbreviations are written in capital letters without periods or other punctuation. The postal abbreviation for California is CA

3. **STAMP:** place the postage stamp in the top right corner of the envelope. This pays for the delivery of the letter.

