How to format a Thank You Letter

Donors like to receive a thank you from students who receive their scholarship award, and your letter may encourage donors to continue to support scholarships for students.

- A thank you letter should be grammatically correct, with no spelling errors.
- A typed letter is preferred; if handwritten, it should be neat and legible.

Today’s date

(4 lines)

(Donor’s Name)
(Organization – if any)
(Address)
(City, State, Zip)

Dear (Donor’s Name) -or- (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.

Closing paragraph is a summary.
(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 educational expenses . . . )

Sincerely,

(4 lines to allow room for your signature)

your Signature here

Your full name
Address
City, State  Zip