How to Format a Scholarship THANK YOU Letter

- Donors like to receive a thank you from students who receive their scholarship award, and your letter encourages them to continue to support scholarships for students.
- For assistance writing a scholarship Thank You letter, please visit the MiraCosta Writing Center.

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 . . . )

Sincerely,

Your Signature

Your Name
Address
City, State  Zip
Email