**Scholarship Thank You Letter Guidelines and Example**

It is important to remember that you are representing yourself as well as the LIFE community. You should also know that the recipient of your thank you letter will appreciate the time and effort it took to produce an attractive, well-written letter.

* Typed letters are best, but if your penmanship is neat, you may hand-write your letter.
* Use quality paper or stationary. No torn-out loose leaf or notebook paper. Think resume-quality paper.
* Be sincere. Briefly tell your scholarship donor why the aid you are receiving is important to you and/or your family.
* Express gratitude. Use the words ***thank you***.
* Tell the donor about your achievements, your major and why you chose to attend Life University.
* Be accurate. Have someone you trust review your letter for correct spelling and grammar.

Today’s Date

Your Name

Your Street Address

City, State Zip Code

*Scholarship Name* Benefactors

C/O Life University, University Advancement Division

1269 Barclay Circle

Marietta, GA 30060

Dear *Donor Name*,

[Paragraph 1]

Start by thanking the donor(s) for your scholarship. Name the scholarship if you know it. Let your donor know how grateful you are to receive their support and how the scholarship is helping you.

[Paragraph 2]

In this paragraph, you should tell the donor about yourself. For example, where you are from, a little about your educational background before entering LIFE, and some activities you are currently involved in.

[Paragraph 3]

Next, you should tell the donor why you chose LIFE, why you selected your major, what your plans are for the future, both long and short term. For example: employment goals & plans, special opportunities you’ve discovered at LIFE and long-range career goals.

[Closing paragraph]

Then thank the donor again, letting them know how much the scholarship is valued.

Sincerely,

Your signature

Your typed name