**Scholarship Thank You Letter**

If you are chosen for a scholarship, be sure to write the organization a personal thank you letter. Following are some items you could include in your thank you letter, as well as an example of a thank you letter. If you are unsure of where to send your letter, See Mrs. Huard in guidance office for addresses.

**WHAT TO INCLUDE IN YOUR THANK YOU LETTER:**

**Beginning**

•Begin by thanking the donor for awarding you their scholarship.

**Tell about your past**

•Where you grew up

•A little about your family background

**Tell about your present experiences**

•What your high school experiences have been like

•What extra-curricular activities you have been a part of

•What community, educational, or professional organizations you participate in

**Tell about your future plans**

•What college/university you plan to attend

•What you plan to major in

•What you intend to accomplish at college

•What your future career plans are

**Ending**

•End by thanking them again and letting them know how this opportunity will impact their future.

**EXAMPLE OF A THANK YOU LETTER:**

Date

Dear (Scholarship Donor),

I would like to thank you for selecting me as the recipient of the (Name of the Scholarship). I am incredibly honored that your organization believes in me and in my ability to obtain a higher education for a brighter future.

I am a native of Edgerton and am the first in my family to attend college. I have three sisters and one brother and having a large family can make affording a college education difficult. Your generosity however will help make my dreams a reality.

I consider myself to be a leader in my school. I have been involved in (list all activities and organizations you are a part of). I have been named (list all offices or leadership roles you have held). High school has been a tremendous learning experience for me and has prepared me to take the next step in my life.

I am eager to begin my education in (major) at (college or university), and am very appreciative that you helped make this opportunity possible for me. Because of your generous gift, (Explain how receiving this scholarship will positively impact your future). Thank you once again, your kindness is very much appreciated.

Sincerely,

Signature

Your Name