

SCHOLARSHIP THANK YOU LETTERS

Plan now on writing a thoughtful, grateful thank you note.

DO NOT overlook this very important component of the scholarship process. Without generous donors, you might not be able to afford to attend the school you are enrolled in. SLOHS requires a thank you note to receive your scholarship funds.

TIPS FOR THANK YOU LETTERS

- Your scholarship thank you letters should be hard-copy, personal letter. *Feel free to use a card or decorative stationery. It should NOT be on notebook paper.*
- You may type it or write one on colorful personal stationery.
- Use a word processing program that allows you to use spelling and grammar correction tools. Do not be hesitant to give it your own unique personality.
- You should comment on the impact their generosity has had on your future and even a few short sentences about what you expect to accomplish thanks in part to their gift.
- Make sure to explicitly name the scholarship. No need to mention the amount.
- While this might seem like a lot of information to cover, you should focus on keeping it brief and focused, no longer than a couple of paragraphs, but more than a few lines.
- Do not forget to sign the letter with a handwritten signature.
- Include a photograph of yourself for a nice personal touch!
- And, yes, if there are more than one named donor; it is proper to send a thank you letter to each, or to the organization as a whole. They are providing you with money; you can write a couple of thank you notes.

WHO, WHAT, WHERE & WHEN

Please write your thank you note within one week of notification of your scholarship. Your scholarship thank you letter is often shared at a monthly meeting of the donor's organization and is an example to this organization of the entire high school student body. Writing thank you notes is an excellent job skill; if you have not learned it previously, now is the time.

*Your scholarship Thank You Letter MUST BE SUBMITTED to the College & Career Center NO LATER than Five Days after receipt of this letter OR your SCHOLARSHIP may be forfeited. **Do it tonight!***
Your letter should be properly addressed with a POSTAGE STAMP on it!

SAMPLE SCHOLARSHIP THANK YOU LETTER

Dear Scholarship Donor (Name them),

I am honored to be one of the recipients of the _____ Scholarship. Thanks to your generous support, the cost of college might not be so bad for me and my family.

Growing up in SLO has repeatedly reminded me the importance of a college education as a foundation for a successful life. I consider the _____ (organization) to be part of that foundation.

I plan to attend _____ College/ University as a freshman. I hope to major in _____. College/University offers one of the finest programs in the country and I consider myself fortunate to be able to attend. I am excited about their _____ (program, locations, and service opportunities)

I plan to do _____ this summer and I am so excited to prepare for my college experience. This summer I plan to _____ (work, travel, take a summer school class).

Thanks again for your support of me and other students in our community. I promise to use the funds wisely.

Sincerely,

Be sure to sign with a signature

Your Name

PLEASE REMEMBER THE STAMP!

SAMPLE ENVELOPE

**SLOHS Student
Number & Street Address
City, CA Zip Code**

STAMP

**To: Name and Title
Organization
Street Number & Street Name
City, CA Zip Code**