**The Importance of Thanking Your Donor**

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you.  They typically ask for nothing in return, but receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated.  Your letter reminds them why they gave in the first place and often help secure continuing gifts for future students.

**Writing A Well Written Letter**

Make sure the letter is free of both grammatical and spelling errors.  You are an important part of the Vanier Collegiate Family, and the literacy demonstrated in your letter is a reflection on all of us.

Thank You Letter Tips:

1. Write clearly and concisely.
2. Double-check for typos and grammatical errors.
3. Express enthusiasm.
4. Be sincere.
5. Send it typewritten in business format.
6. Use quality paper.

You were awarded a scholarship because your personal qualities and academic abilities stood above all other applicants.  Sending a typed thank you letter confirms that this scholarship was important enough to you to take the time to present yourself in a professional manner.  The sample letters (provided below) are to help you compose your own thank you letter in a professional business format.

**TIPS**

**IT IS HIGHLY SUGGESTED THAT YOU WRITE THE LETTER AND CARD BEFORE YOU EVEN CASH THE CHECK.**

**IF POSSIBLE, HAND DELIVER YOUR THANK YOU LETTER AND CARD TO SHOW YOUR APPRECIATION.**

**WRITE LETTER AND HAVE A CARD!!!!!!!!!!!!!!!!!!!**

**Source: http://www.fresnostate.edu/scholarships/faq/thankyouletter.shtml**

**Sample Thank You Letter 1**

*[Mr./Mrs. First and Last Name of Donor or Name of Organization ]  
[Name of Scholarship]  
[Address]  
[City, Province, Postal Code]*

*[Date]*

Dear *[Donor Name or Organization Name]*,

*First paragraph:   State the purpose of your letter.*

I am writing to thank you for your generous $500 *[Name of scholarship]* scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

*Second paragraph:  Share a little about yourself and indicate why the scholarship is important.*

I will be entering my first year of post-secondary education at the University of Saskatchewan in the Faculty of Science. I plan to pursue a career in pharmacy upon graduating from U of S. I look forward to staying in Saskatchewan and pursuing my education.

*Third paragraph:  Close by thanking the person again and make a commitment to do well with the “donor’s investment.”*

By awarding me the *[Name of scholarship],* you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community.  I hope one day I will be able to help students achieve their goal s just as you have helped me.

Sincerely,

*[Sign your name here]*

*[Type your name]  
[Your address]  
[City, State, Zip]*

**Sample Thank You Letter 2**

*[Date]*

*[Mr./Mrs. First and Last Name of Donor or Name of Organization ]  
[Name of Scholarship]  
[Address]  
[City, Province, Postal Code]*

Dear *[Donor Name or Organization Name]*,

*First paragraph:   State the purpose of your letter.*

I am writing to express my sincere gratitude to you for making the *[Name of Scholarship]* possible.  I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

*Second paragraph:  Share a little about yourself and indicate why the scholarship is important.*

I am currently majoring in Early Childhood Education with hopes of becoming an elementary teacher.  The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

*Third paragraph:  Close by thanking the person again and make a commitment to do well with the “donor’s investment.”*

Thank you again for your generosity and support.  I promise you I will work very hard and eventually give something back to others, both as teacher and possibly a scholarship to future students like myself.

 Sincerely,

*[Sign your name here]*

*[Type your name]  
[Your address]  
[City, State, Zip]*

**Thank you card**

I am sincerely honored to have been selected as the recipient of the (name of the scholarship). Thank you for your generosity, which has allowed me to (explain how receiving this scholarship has impacted your college experience).

As I complete my education at University of Regina, I am very thankful for receiving your thoughtful gift. Because of your scholarship, (explain how receiving this scholarship will positively impact your future).

Thank you again for your thoughtful and generous gift.

 Sincerely,

Your Name  
Your W Number  
University of Regina  
Class of 20XX

