

# Vanier Collegiate



## THANK YOU LETTER/CARD

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 helps secure continuing gifts for future students.

**Do both, a letter and a card! Hand deliver during normal times – COVID concerns. A phone call is better and put letter/card in the mail! SOCIAL DISTANCING IS IMPORTANT!**

## POINTS TO REMEMBER

- Write the letter in a timely fashion – **within two weeks.**
- It is also recommended that you hand deliver the thank you letter/card **BEFORE YOU CASH THE CHEQUE.** If needed you can mail it, but make sure it is done ASAP!
- **After your first year, send another thank you note and update the donor! It shows character and gratitude!**

## ADDRESS OF YOUR DONOR:

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## Samples and Handout

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- <https://pursueonline.htcsd.ca/scholarships-3/scholarship-guide/>

### Sample Thank You Letter 1

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*[Your address]  
[City, Province]  
[Postal Code]*

*[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 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. *Add in at least 2-3 more sentences about yourself (why are you picking your program, what are you involved in, what are you planning on doing during the summer)!*

*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 goals just as you have helped me.

Sincerely,

*[Sign your name here]*

Typed Name