

SAMPLE "THANK YOU" LETTER FORMAT

(Allow approximately 1 – 1 ½" for your top, bottom and side margins)

Note: Please type your letter in 12pt. font and in a regular font such as Times New Roman. Limit it to one page.

Your Name
Your Address
City, State, Zip Code
Your Email
Your Telephone Number
Date

(3 spaces from date)

Donor Name

Office of Financial Aid

Hoard University

2400 Sixth Street, NW

Washington, DC 20059

(1 space)

Dear (Salutation/Name):

(1 space)

The first paragraph should state the purpose of the letter. Begin by thanking the donor/foundation for the support of your education without mentioning the scholarship amount. Remember to include the complete name of the scholarship.

(1 space)

The second (and possibly third) paragraph should provide insight into yourself and the reasons why the scholarship is important to you. If there is a strong financial need, do not go into specific detail, but rather provide enough information for the donor to appreciate the financial support that the scholarship will provide. Emphasize the impact that it will make on your education and future. Include your major and career goals. Whatever you decide to mention about yourself should reflect the personality and characteristics of which you are most proud.

(1 space)

The closing paragraph should include a restatement of your appreciation for the scholarship. Indicate that you are committed to making practical use of the donor's investment.

(1 space between last paragraph and Sincerely)

Note: 3 spaces between Sincerely and Print Your Name

Sincerely,

Signature

Print Your Name