

Scholarship Thank You Letter Instructions

Be sure to express gratitude for your donor's generosity and proofread carefully!

Write a brief letter to the donor of your scholarship to let that person know how much his/her generosity has helped you. Nothing is appreciated more than a kind letter of thanks! Donors who make scholarships available through their generous contributions deserve our thanks.

Suggestions on what to share with the donor

Write about yourself:

- Hometown
- Background (farm, family, etc.)
- Year of study
- Major
- Why you chose ISU
- Accomplishments
- Organizational involvement
- Goals/Future career plans

Write about the scholarship:

- Read the scholarship background information on the department home page.
- Refer to the scholarship by name and try to let the sponsor know you are aware of why the scholarship is being offered.
- Indicate how you plan to use the money for SCHOOL purposes; do NOT indicate the money will be used to purchase "personal items."

Sample Student Letter (center vertically)

*Student Street address
City, State Zip*

Date

Dear Scholarship Donor:

First paragraph: State purpose of letter. Refer to your scholarship by name.

Second paragraph: Share a little bit about yourself, your background, goals, and indicate why the scholarship is important to you.

Third paragraph: Close by thanking the donor again.

Sincerely,

(your signature)

Your Name