

Scholarship Thank You Letters

A donor will appreciate the time and effort it took to produce an attractive, well-written letter. Your letter not only represents an opportunity to relate your appreciation and achievements, it may encourage the donor to continue supporting other students like you. Remember, you are representing yourself and UMBC.

Thank you for the time you are investing!

Thank You Letter Guidelines

- Typed letters are best, but if your penmanship is neat, you may hand-write your letter.
- Use quality paper or stationary. No torn-out loose leaf or notebook paper. Think résumé-quality paper.
- Sign your letter.
- Return your letter within 2 weeks (as of your original award letter date) to your donor.

Here are a few tips for writing a good thank you letter:

- Be sincere. Briefly tell your scholarship donor why the aid you are receiving is important to you and/or your family.
- Express gratitude. Use the words thank you.
- Tell the donor why you chose UMBC and your major.
- Be accurate. Have someone you trust check your letter for correct spelling and grammar.
- Enclose a good photo of yourself, if you wish.

This is what your letter should look like:

Today's Date

Your Name

Your Street Address

City, State Zip Code

The Donor's Full Name (example: Mr. John Donor)

Donor's Street Address

City, State Zip Code

Dear Mr. Donor (Please note: Do not use first name here!)

[Paragraph 1]

Start by thanking the donor for your scholarship. Name the scholarship if you know it. Let your donor know how grateful you are to receive their support and how the scholarship is helping you.

In this paragraph, you should tell the donor about yourself. For example, where you are from, a little about your educational background before entering UMBC, and some activities you are currently involved in.

Next, you should tell the donor why you chose UMBC, why you selected your major, what your plans are for the future, both long and short term. For example: internship, study abroad plans and also long-range career goals.

Then thank the donor again, letting them know how much the scholarship is valued.

Sincerely,

Your Signature

Your Typed Name