

Thank You Letter Writing Guidelines

You were selected from a large number of students to receive a scholarship this year. One way you can show your gratitude is by sending a well-written thank you letter to the donor of your scholarship. Donors are generous people who care about students and about the community. They are excited to be helping you pay for college. Sending them a thoughtful thank you letter conveys your appreciation and also encourages them to continue giving to help future students.

Thank you letter tips:

- Letters should be typewritten in business format – **no handwritten letters, no thank you cards.** If you do not have a computer to compose your letter on, please contact the foundation office for access to a computer (call (360) 736-9391, ext. 290).
- Letters should be at least two paragraphs.
- Double-check for typos and spelling errors.
- Be sincere.
- Write a letter for each scholarship you are awarded.

Beginning –

- Open the letter with ***Dear (Name) Scholarship Donor:*** and fill in the name of the scholarship you received. For example, if you received the J. Leonard Kraft Scholarship, you would open your letter, ***Dear J. Leonard Kraft Scholarship Donor:***

Paragraph One –

- Start your letter by thanking the donor for providing the funds for your scholarship.
- Tell the donor what receiving the scholarship means to you. If the scholarship will help by allowing you to devote more time to studies and less to work, or to take out smaller loans, tell the donor.

Paragraph Two –

- You were awarded a scholarship because your academic abilities and personal story stood above the other applicants. Your donor will be pleased to read about you – where you grew up, your educational background before coming to Centralia College, your major and goals at Centralia College.
- Tell the donor what you hope to be doing with your education in a few years. Donors like to hear how their gifts lead to greater things in the future – after all, they are making an investment in you.

Ending

- End your letter by thanking the donor again.
- Use a salutation – Sincerely, Yours truly, Warmest regards, etc.
- Sign your letter in ink.

DO NOT include the amount(s) you were awarded in the letter.

Thank you letters need to be sent to the **Centralia College Foundation office at 600 Centralia College Blvd., Centralia, WA 98531.** Your thank you letter will be displayed at Scholarship Night and then forwarded onto the donor along with your photo from Scholarship Night.

*Centralia College Foundation * 600 Centralia College Blvd. * Centralia, WA 98531
(360) 736-9391, ext. 290*