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### **Guidelines for Writing a Thank You Letter**

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Many scholarships awarded annually to students are all made possible by the generosity of donors who support the longstanding mission of our university. A personal note of thanks to our donors simply says “thank you for your support and for reaffirming our dreams”. Often these letters will encourage donors to continue their support of these scholarship programs in subsequent years.

The Office of Student Financial Aid requests that you follow the guidelines indicated below in the development of your thank you letter. If you have received more than one scholarship you are expected to write a thank you letter for each scholarship that you receive. **Letters should be forwarded to the address or email above and our office will forward all letters at one time to the donor.**

Please review the following guidelines and sample letter to assist with writing your thank you letter.

#### **Style Guidelines**

- Letters must be typed. A one-page letter is appropriate.
- Include all of the elements of a letter: your name and permanent address, date, salutation, body, closing, and **handwritten signature**.
- Address your letter to the donor or relative of the donor that is listed in your award letter. Please address him or her as Dr., Mr., Mrs., or Ms., and spell his or her name correctly. If there is more than one donor or relative of the donor listed, please be sure to include all names in your salutation.
- Mention the scholarship by name in your introduction and spell it as it appears in your award letter.
- Proofread your letter to check for spelling and grammatical errors.

#### **Content Requirements and Suggestions**

- **First Paragraph:** Express your gratitude for the scholarship. Indicate the name and amount of award. Tell your donor what this scholarship means to you and how it will or has helped you.
- **Second Paragraph:** Tell your donor a little bit about yourself. You might include your class year, major, GPA, honors, awards, and community activities, and/or leadership experiences.
- **Third Paragraph:** Provide some insight into your educational journey and future aspirations. You might include what you hope to accomplish while at NCAT, an expected graduation date, career goals, and/or how you plan you utilize your degree.
- Conclude by briefly thanking the donor once again.



**NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**  
OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS  
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**Sample Thank You Letter**

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*Note: This sample letter is not intended for you to copy verbatim, but to give you a sense of what we hope the letter will accomplish.*

Student Name  
Permanent Address  
City, State, Zip

January 1, 2023

Dear Dr. John Smith:

I am writing to express my appreciation for the **Dr. Jane Doe Endowed Scholarship** in the amount of \$2,500.00 for the 2023-2024 academic year. I am honored that I was chosen among some of the most outstanding recipients.

I am currently a sophomore majoring in Political Science at North Carolina A&T State University. I have been particularly interested in politics since my high school days, when I participated and was made captain of our Debate Club. My current GPA is a 3.54 and I am a member of the Honors Program, Political Science club, and Secretary of the Student Government Association. I am very active in my church and volunteer at the Boys & Girls Club once a week.

Education has always been high priority in my house hold growing up. Both of my parent's constantly stressed the importance of a higher education to me and my two siblings. Even though I have always had a strong support system behind me, I encountered academic struggles throughout my adolescents. Ultimately, through hard work and effort I have been able to overcome those struggles and become one step closer to my dream every day. I plan to complete my undergraduate degree in May 2016 and eventually apply for my Masters in Public Affair and Politics. My long term goal is to work on public policy planning.

Thank you again for your generous support. I will continue to strive to assist others in achieving their goals, as you have done for me through this scholarship award.

Sincerely,

*{handwritten signature}*

Typed Name  
Class of (Graduating Year)