



*Scholarship Recipient "Thank You" Letter*

*Outline and Tips*

- I. It is impossible to say "thank you" too much in this letter! Beginning with a "thank you" for making the scholarship possible would be very appropriate. Express your appreciation for their generosity.

Some words and phrases you may want to use:

Generosity

Interest and concern

Support

Making a difference

Kindness

- II. Let the donor know how the scholarship will make a difference in your life. (Please include the name of the scholarship in your letter as well as some donors fund multiple scholarships.)
- III. Tell them about your major, any activities in which you participate, any part-time jobs you hold, and your plans and hopes for the future.
- IV. Perhaps tell them about your family, where you live, and why you chose Kutztown University.
- V. Reinforce how their support is very important to students like you.
- VI. The letter maybe more than one page long.
- VII. Close with one more "thank you."

**Very important:**

- Please review your letter for spelling, grammar, and punctuation. Ask a member of your family or a friend to proofread it for you - - please, **DO NOT** rely on "Spell Check" alone.
- We suggest you type (word process) your letter. However, if your note is hand-written, please make certain it is neat and legible.
- Use a business letter format – see enclosed yellow sheet

*sample business letter format*

Today's Date

Your Name  
Your Address  
Your City, State Zip

Donor Name (Please use names indicated in **BOLD** in your letter)  
C/o Kutztown University Foundation  
P.O. Box 151  
Kutztown, PA 19530

Dear XXXX, (Please include Mr. and/or Mrs. /Ms. as appropriate)

The body of your letter goes here...

Indent the start of each paragraph;  
skip a line between paragraphs.

Sincerely,

**Your Signature**

Your Name (Typed or Printed)

\*Please remember to sign your name as well as type/print it.