

# How to Write a Thank You Letter

## The Importance of Thanking Your Donor

Scholarship donors are generous and caring people who give to support students like you. Most donors ask for nothing in return. Receiving a thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave in the first place, and often helps secure continuing gifts for future students.

## Writing a Well Written Thank You Letter

1. Write clearly and concisely.
2. Double-check for typographical and grammatical errors.
3. Express enthusiasm.
4. Mention the scholarship by name in your letter.
5. Be sincere.
6. Read what you have written out loud and/or have someone else read it.

## Content Suggestions

1. Tell your donor a bit about yourself. You might include your hometown, high school, family background, and reasons for choosing UMaine.
2. Describe your experience at UMaine. You might include your class year, major, campus and community activities, and/or leadership experiences.
3. Discuss your future goals. Consider including what you hope to accomplish while at UMaine, your expected graduation date, career aspirations and how you plan to utilize your degree.
4. Express your gratitude for the scholarship. Tell your donor what this scholarship means to you and how it will help you. Be sincere and express your gratitude.

You were awarded a scholarship because you stood out above other applicants. Sending a thank you letter confirms that this scholarship was important enough for you to take the time to express your gratitude. The sample letter (provided below) is to help you compose your own thank you letter.

## **SAMPLE LETTER**

(Today's Date)

(Mr., Mrs., Dr., Miss)(Donor's First Name)(Donor's Last Name)  
(Address)  
(City)(State)(Zip Code)

Dear (Title)(Donor's Last Name):

I am the recipient of (Enter the name of the scholarship you are receiving) for the (Year the scholarship will be used/enter academic year). I'd like to thank you for your generous contribution to my education at the University of Maine.

[In this paragraph, you should tell the Donor a little about yourself. For example: where you are from, a little about your educational background before entering the University of Maine, and some activities you were and are currently involved in.]

[Next, you should tell the Donor why you chose the University of Maine for your college, what your plans are for the future, some of the goals you plan to accomplish, and what steps you plan to take to accomplish them.]

[Next, you should tell the Donor how this scholarship has helped you.]

[Thank the Donor again, letting them know how much you value receiving this scholarship.]

Sincerely,

[Your Signature]  
[Your typed name]