

Departmental Scholarship – Sample Thank You Letter

Please use a 12 pt. font size and a regular font, such as Times New Roman or Arial. Page margins should be 1 to 1.25 inches and typing should be single-spaced with a blank line between each paragraph. Use the sample below as a template for format. Your thank you letter should be signed in blue or black ink.

Once your letter is completed you should submit it to Beth Johnson in HRBB 419A. She will approve the scholarship letter and provide you with a printed envelope to mail your letter in. She can also answer any questions you have about your thank you letter.

Date

Contact Name
Company Name
Street Address
City, State Zip

Dear (Contact Name),

This paragraph should thank the donor for the scholarship. You should include the name of the company in this paragraph.

The next paragraph should provide personal information about you. This may be anything from why you chose Computer Science as a major and the career goals you have to background on your family. Please see the instruction sheet for more ideas. Whatever you chose to include should reflect your personality and characteristics that you are most proud of.

If you had a strong financial need you may wish to include something about how the scholarship will help relieve financial burdens. You do not to go into specific detail; rather you should provide enough information for them to appreciate the financial support the scholarship provides.

The closing paragraph should once again thank the donor for the scholarship and express appreciation.

Sincerely,

Your Name