

# Sample Scholarship Thank You Letters

## Four Examples to Give You an Idea

Use the following guidelines for a scholarship thank you letter.

Remember to keep the letter brief. It should be on nice paper. It should be evenly spaced in the middle of the page, and it should have no typos, miss-spellings, smudges. *Always* sign your letter in black ink. And make sure you spell the name of the donor and organization correctly!

**What to include:** Make sure to tell the donor(s)

- Something about yourself or your situation (where you're going to school, what you're studying etc.)
- the impact their generosity has had on your education and/or life (that perhaps without this you would have to work many hours, or that you now will be able to do something you otherwise would not be able to)
- as well as what your future goals may be and how your education at AUCA plays a role in this.

The three things above are often separated into different paragraphs.

When you are finished with your letter:

- Do not fold it. .
- Bring it to the Office of .....Room .....

On the following pages are four sample letters that can help you think about what you want to say in your letter. Be sincere, brief, and write in your own voice.

## Sample #1

Date

Your Name  
Address

Donor Name  
Organization Name  
Address

Dear \_\_\_\_\_,

I am honored to be one of the recipients of the \_\_\_\_\_ Scholarship. Thanks to your generous support I am the first in my family to attend college.

Growing up in a less privileged community has not only offered financial and academic challenges, but it has more importantly made me realize the value of a college education.

I have just begun my undergraduate career as a freshman at the University of Central Asia and can already report my academics are off to a fine start. My plans at this stage are to complete a major in \_\_\_\_\_. The American University of Central Asia offers one of the best undergraduate programs in the country, and I consider myself fortunate to be able to attend.

Working as a volunteer in my own community throughout my high school career, I enjoyed helping people who were uninformed about the community services available to them. I hope to be able to serve in a political position sometime in the future, where I might have more ability to help those less fortunate and under-represented.

Sincerely,

Your Name

## Sample #2

Date

Your Name

Address

Donor / Organization Name

Scholarship Award Name

Address

Dear \_\_\_\_\_,

I have dreamed of attending law school ever since I was young, and now that I have been named as one of the recipients of the \_\_\_\_\_ Scholarship, my dream is slowly becoming a reality as I pursue my undergraduate education at the American University of Central Asia.

I would like to take this opportunity to thank you personally for your generosity. Without scholarship patrons like you, there would be many students such as myself unable to pursue the career they've always dreamed of.

My future plans include pursuing an advanced degree in \_\_\_\_\_. I not only have a passion for law, but also enjoy working with people and organizations. Your support is what makes my future a real possibility, and for this, I am deeply grateful.

Once again, I offer my sincerest thanks for your continued generosity to the \_\_\_\_\_ Scholarship.

Sincerely,

Your Name

## Sample #3

[Date]

Your Name  
Address

Donor/Organization  
Scholarship Award Name  
Address

Dear \_\_\_\_\_

I love \_\_\_\_\_ and I am so proud to be here! Obtaining a bachelors degree in [NAME MAJOR] has been a life goal of mine, and now I am in the process of pursuing this dream.

I have so much enjoyed my time in the classroom learning from \_\_\_\_\_ dedicated faculty and especially appreciated the guidance I have received through other student services such as [STUDENT LIFE, STUDENT CLUBS, ACADEMIC SUPPORT SERVICES, RESEARCH OPPORTUNITIES, CAREER GUIDANCE.]

I would like to thank those who so generously made the [NAME OF SCHOLARSHIP] available to myself and other students who have received this scholarship. Through the support of the [NAME OF SCHOLARSHIP], I am well on my way to achieving my academic goals and hope that with my degree, I will be able to make a difference for others in a way as meaningful as the [NAME OF SCHOLARSHIP] has for me.

Thank you again. Please pass my gratitude on to all those who so generously support American University of Central Asia students through the existence of this scholarship fund.

Sincerely,

Your name

## Sample #4

Date:

Your Name

Address

Scholarship Committee

Address

Re: Name of Scholarship Award

Dear Scholarship Committee:

I am writing this letter to thank you for the (Name of Award). It was an honor to be chosen as a recipient of this prestigious scholarship. Your support has kept me from worrying so much about the cost of tuition as an international student, and it has made it possible for my family to support my education while also feeling more stable financially. I truly value my education here at the American University of Central Asia, and this scholarship has afforded me the opportunity to continue my educational pursuits.

Throughout my youth, I have always looked forward to a career in the field of \_\_\_\_\_, and I researched many universities during my senior year in high school. I came to the conclusion that AUCA had the quality education I was seeking. I have not been disappointed. The faculty and staff have been very supportive during my time here.

Moreover, through my activities in \_\_\_\_\_, I have had the opportunity to gain diverse leadership and social skills that I otherwise would not have had access to. Combined with my academic achievements, I know I will eventually be able to give back to my community because of my education and experience. For this, I am deeply grateful.

Thank you again for your generosity. I look forward to the time that I can help others as you have helped me.

Sincerely,

Your name