Date (date your later “current academic year, e.g., "2013-2014", instead of the actual date)

Dear Donors of the *(named scholarship you received)*.

I am the recipient of (Enter the name of the scholarship you are receiving) for the (Year the scholarship will be used). I’d like to thank you for your generous contribution to my education at Santa Clara University.

[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 SCU and some activities you were and are currently involved in.].

[Next you should tell the Donor why you chose SCU for your undergraduate schooling, 1 what your plans are for the future, some of your goals you plan to accomplish, and what steps you plan to take to get your goals accomplished.]

[Finally in this last paragraph you should tell the Donor why this scholarship would or has helped you.]

[Then thank the Donor again letting them know how mucli the scholarship was valued.]

Sincerely,

[Your Signature]

[Your Typed Name]

[Your Class Year (graduation) ]

Scholarship Letters Writing Tips

Please take some time to put thought into your thank you note as they will be read by donors, their family members, staff/faculty members affiliated with the scholarship/fellowship fund and the public.

Occasionally, we use student letters or excerpts from student letters in presidential speeches and letters, publications, brochures, marketing collateral, etc., to help increase support for financial scholarship gifts. If you do not want any part of your letter used for these purposes, please let us know. Otherwise, we assume permission to use your letter as mentioned previously.

Thank-You Note Contents

Who do you address the letter to?
To learn more about your scholarship, visit scu.academicworks.com and login using your SCU email and password. After logging in, you will be able to view your scholarship awards. If you have more than one scholarship listed, then we need a thank you letter for each scholarship for which you have been selected. You can use the same letter, but please change the salutation for each scholarship.

Who are you?
-Write briefly about your background and your family (i.e., Are you the first to go to college in your family?)

-Why did you choose Santa Clara University?

-Why did you choose your major(s)/minor(s)?

-Your professional aspirations and career plans

-What academic/extracurricular activities are you participating in (on and off campus) to prepare yourself to achieve your career/personal goals and to enhance your SCU experience?

-Your appreciation to the donor for their generosity

-How the scholarship/fellowship impacted you personally and in terms of achieving your educational goals?

“What was made possible with the scholarship/fellowship?.

-Your accomplishments this school year and/or that you're most proud of

-Positive experiences you have gained from SCU and/or after receiving the scholarship/fellowship

DO NOT REPEAT CONTENT if you have written to the donor last year!

Format and Mechanics

-Write in FIRST PERSON narrative

-DO NOT date your letter. Some donors give scholarships to many students, and we send the thank-you letters to them all at one time.

-In some cases, the Office of Donor Relations will provide you with the donor's name. If available, use your donor's formal name in the salutation.

-If not available, please address your letter to "Dear Donors of (list named scholarship received)."

-Use spell check and grammar check tools.

PROOFREAD! PROOFREAD! PROOFREAD!

Thank you for taking time to say thanks!