

# Writing a Letter of Thanks

When you receive a scholarship, you should acknowledge the donor with a thank you letter.

Following are some guidelines for writing thank you letters:

- Write legibly and use quality paper or stationery. If your handwriting is not legible, type the letter.
- Address the donor by name, thank him/her for the scholarship and tell how you will use the scholarship.
- Tell a little about yourself and your future plans.
- Close by thanking the person again and using an appropriate closing, such as “Sincerely” and sign your name.

**\*Do not send a thank you note by email. A written thank you letter is best.**