

Tips for writing a "Thank You Letter."

Congratulations! You have received a scholarship to assist you with your educational expenses. An individual or group has shown great interest in the students at Paradise Valley Community College by donating funds to help students such as you. It is very important that the donor/scholarship organization hear from you. In writing a "thank you letter," remember that the donor is interested in you as an individual, not just in being notified that you received their scholarship for the upcoming year. Your personal letter to the donor should be one that gives some insight into you as a student and a person. Below, are important points that you should consider in writing your letter to the donor/scholarship organization of your scholarship.

- Type your letter.
- Address your letter to the donor or the selection committee as directed. Be sure to include the full name of the scholarship, either in the address block or in the first paragraph of your letter.
- Personalize the salutation —"Dear Mr. and Mrs. Smith" or "Dear Committee Members" (if directed to a selection committee). Do not use "Dear Donor" or "To Whom It May Concern."
- Be sure to actually say "thank you."
- Make mention of how this scholarship will make it easier for you to attend school, concentrate more on your studies, ease your loan indebtedness, etc.
- Let the donor know about why you are in school. Note what your major is; why that particular major excites you; what you plan to do with your degree upon graduation, etc.
- Mention any personal accomplishments you are particularly proud of, such as honors, awards, and organizations to which you belong. It is very important that you discuss your present and past leadership roles within the community or at the college. Consult your saved copy of your scholarship application as a guide.
- Please use a proper closing, including your handwritten signature above your typed name.
- Also, if this is a renewable scholarship, you should send a letter each year. Again thanking them, and giving them an update on how your past year has progressed.
- Finally, please do not seal or place a stamp on your thank you letter - it will be forwarded from our office directly to the donor.

The time you take to write a thank you letter will be rewarded in the continuation of this scholarship for yourself and fellow students.