**Sample Thank You Letter Template:**

Student’s Name

Student’s Address

Student’s City, State and Zip Code

Student’s email address

Date

Foundation of Monroe County Community Schools

Name of Scholarship Awarded

315 North Drive

Bloomington, IN 47401

Dear (Name of Donor Awarding Scholarship/Award),

**First Part**: Express appreciation for the award/scholarship, why you are sending the Thank You letter.

*As a recipient of the (Scholarship Name), I would like to express my sincere appreciation for this scholarship. I am honored to be this year’s recipient of the scholarship. I will work hard to earn good grades thus honoring the scholarship*.

**Second Part**: Tell about yourself: where you are planning to attend college, your major and your future plans/goals for your career. Describe how receiving this award/scholarship will help you achieve your goals. The donor wants to get to know who their donation is going to support.

*I would like to tell you a little bit about myself. I have lived in Bloomington my entire life and graduated from Bloomington High School North. In high school I was a member of the varsity soccer team and track team for all four years. Not only was I involved in sports at my school but I was also involved in many clubs. My favorite clubs were Hoosier Outrun Caner, Student Athletic Board and Dance Marathon.*

*I will be attending Butler University in the fall majoring in nursing. Your financial support is helping me achieve my career goal of becoming a registered nurse. I hope one day to help others, as you have helped me financially by awarding me this scholarship.*

**Third Part**: Close the letter and say thank you once again.

*Thanks again for investing in my future.*

Sincerely,

Student’s Signature

**SAMPLE ONLY-WRITE YOUR OWN WORDS**

**Letters may be typed or handwritten**

**Tips:**

* Check spelling and grammar of the letter
* Sign the thank you letter
* Identify the scholarship/award you received
* Include the following in your letter: high school activities, college you plan to attend, major in college, future plans, what this scholarship means to you.