



Donor Thank You Letters

Tips to help you write a professional scholarship thank you letter

Main Content

Scholarships are made possible through generous donations. A well-written thank you letter is an important way to acknowledge the funding you have received and gives the donor the opportunity to learn about you. The following tips and sample letter may be helpful for writing your own thank you letter.

Tips for writing your thank you letter:

- Begin your letter with Dear Dr., Ms., Mr., or Mrs. as appropriate. Do not address the individual by his/her first name. Only use “Dear Donor” or “Dear Benefactor” in cases where the award letter instructs you to do so, such as when writing to an anonymous donor.
- Acknowledge the scholarship you have received by referencing the full name of the scholarship in your first sentence.
- Include your mailing address and email address if you would like to give the donor the opportunity to respond.
- Do not include your College of San Mateo, Cañada College, or Skyline Student ID number.
- Make it personal. Donors believe that both they and you are making a difference in the world. They are interested in hearing about your personal experiences and would like to know how their scholarship or award has impacted your story.
- Kindly avoid topics such as political, religious, spiritual, or cultural viewpoints. Do not assume that the donor’s viewpoints/preferences are the same as yours.
- Kindly proofread your letter. If you need assistance with this process, please connect with your



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- We ask that you write a *new* thank you letter for each year that you continue to receive a scholarship and to each individual donor.
- If you receive funding from the same donor as in previous years, update the donor on your academic plans, your extra-curricular activities, and your career goals. Let the donor know what you have accomplished this year and how the funding helped make that possible.

Sample Letter Format:

- Please use Times New Roman font with 12-point font size.

Address

Mr. Jack Smith and Mrs. Jaden Smith

1700 W Hillsdale Boulevard

San Mateo, CA 94402

Your college email@smccd.edu

Greeting

Dear Mr. and Mrs. Smith,

Introduction

I am honored to be the recipient of The Smith Family Scholarship for Academic Excellence.

Thank you so much for your generosity to the **Name of College** community.



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Body of the letter

Think about to whom you are writing! **Tell the donor about the specific ways in which their support has helped you reach your professional and educational goals.** Did the money allow you to take advantage of a particular program or internship? Study abroad? Did the support help your family deal with difficult financial burdens? Did the award help validate your course of study or help you remain in a course of study that resulted in your major, or different career plans? Even if the amount of support was only a part of what was needed, can you comment on how successful a year you have had, and how the support had something to do with it? **Tell the donor about you as a person.** What are your interests and goals (inside and outside the classroom)? Where are you from? Why is **Name of College** important to you, how has it influenced you?

Closing

Tell the donor about the impact of their gift today and how you see it potentially affecting your future. What are your plans after graduation? Are you starting a job, going to a university? Are you traveling, moving to a specific place, or starting a family? Even if graduation is still a ways off, what do you hope will happen, and how have your academic plans been shaped by the donor's aid?

Sincerely,

Your Name

If you are ready to submit your letter, you can upload as a PDF through your AcademicWorks portal.