

Suggestions for Writing Scholarship Thank-You Letters

If you have been awarded a scholarship, and have been asked to write a letter of appreciation to the donor of the scholarship, here are some suggestions for how to write the letter.

First paragraph: Start by thanking the donor for your scholarship. Include the name of the scholarship. Let your donor know how grateful you are to receive their support and how the scholarship is going to help you.

Second paragraph: Tell the donor about yourself: where you are from, a little about your educational background before coming to CMCC, and some activities that you enjoy pursuing.

Third paragraph: Tell the donor why you selected your major, and what your plans are for the future. If you plan to go on to complete an additional degree, include where you are planning to attend and what you plan to study. Mention your career goals.

Closing paragraph: Thank the donor again, letting them know how much the scholarship is important to you.

Here is an example:

[Date]

Dear [name of scholarship],

I would like to express my sincere appreciation for being selected as a recipient of the Androscoggin River Association Scholarship. This scholarship will greatly assist me in paying my CMCC tuition and other costs.

I am originally from Lewiston, Maine and am a 2021 graduate of Lewiston High School. When not engaged in my studies, I enjoy riding my motorcycle, playing Fortnite, and repairing computers.

I am a General Studies major so that I can complete my first two years of college while living at home. I plan to graduate with my associates degree in May of 2023, and then transfer to UMaine to begin my bachelor's degree in the fall of 2023. I want to study engineering. My career goal is to be an engineer working for a company in Maine.

Thank you again for your generosity. It means a lot, and I appreciate your support.

Sincerely,

[your signature]

[your name]