

Sample Thank You Letter

Details to Include:

- Letters should include the student's major and year in school, how the gift will enhance his/her education, and a sincere thank you to the donor.

Insert Date Here

Mr. and Mrs. John Doe
123 Street Ave.
City, STATE ZIP

Dear Mr. and Mrs. Doe:

My name is Joe Smith and I am a junior studying biology at Lindenwood Belleville. I wanted to reach out and personally thank you for the generous donation you made to Lindenwood University-Belleville for the XYZ Endowed Scholarship.

I feel very honored to receive this scholarship as it will help me complete my bachelor's degree and ultimately pursue a career in the medical field. As a full-time student holding two part-time jobs, this scholarship has eased some of the financial burden I face, which will allow me to more specifically focus on my academic career and maintain strong grades.

I truly thank you for the support you've given me through this scholarship.

Sincerely,

Joe Smith

*Please note that this example letter serves as a template for scholarship recipients. Recipients should not copy this letter verbatim.