

# Scholarship Thank You Letter (Template)

Please use the following format to write a successful Thank You Letter to thank a person or organization who has selected you for a Scholarship Award.

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Today's Date

## **RE: Name of the Scholarship**

Contact Name/Scholarship Committee or Committee Chair if known

Company or organization who has given the Scholarship

Street Address

City, State, Zip Code

Hint: The address will most likely be the same address where you sent your scholarship application.

Greeting,

First paragraph – The beginning states who you are and why you are writing. In the first paragraph you should express your appreciation for being selected as a scholarship recipient, referring to the scholarship you received.

Second paragraph – In this paragraph, you should share a little about yourself and how this scholarship is going to help you to achieve your career goals.

Third paragraph – In the closing paragraph you should thank them again for selecting you for this scholarship award. Let them know that you are committed to doing well in school and you plan to give something back to future generations of students.

Sincerely or Respectfully,

(Signature) ←

Hint: Do not use an electronic signature, sign in cursive using blue ink.

Type your name

Title

Street Address

City, State, Zip Code

Phone Number

Email Address

Please Note: This letter should be centered vertically on the page. To do this in Microsoft Word, go to File, Page Setup, Click *Layout (tab at the top)*, then under Page/Vertical Alignment – Click *Center*.

January 22, 2010

**RE: Reuben T. Guenther Scholarship**

Reuben T. Guenther Scholarship Committee  
Department of Career and Technical Education  
600 E. Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610

To Whom It May Concern,

I am honored to be a recipient of the Reuben T. Guenther Scholarship for the 2010-2011 School Year and would like to take this opportunity to thank the selection committee for choosing me for this prestigious award.

I appreciate your confidence in me and willingness to contribute to my future education. I will be attending North Dakota State University in the fall of 2010 and plan on majoring in Business Administration and Interior Design in hopes of one day opening my own design business. I am grateful for the opportunities this award will provide me since I rely on financial aid, grants and student loans to help finance my education. Receiving this scholarship will help reduce my financial burdens and provide assistance for me as I continue pursuing my education.

Once again, I would like to extend my thanks to the scholarship committee and please extend my thanks to the North Dakota Department of Career and Technical Education for their generosity and kind spirit in providing this scholarship in memory of Reuben T. Guenther. I promise to work very hard and at some point in the future be able to give something back to others, either as a volunteer, mentor, or possibly support a scholarship for future students like myself.

Respectfully,

*Ineeda Job*

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