**Sample Thank You Letter**

[Date] [Mr./Mrs. First and Last Name of Donor or Name of Organization ] [Name of Scholarship] [Address] [City, State, Zip]

Dear [Donor Name or Organization Name],

First paragraph: State the purpose of your letter.

I am writing to thank you for your generous $500 [Name of scholarship] scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

I am a biology major with an emphasis in physiology and anatomy. I plan to pursue a career in pharmacy upon graduating from Plymouth State. I am currently a junior carrying 17 units, and plan to graduate in the fall of 2020. After graduation, I will attend pharmacy school to earn my pharmaceutical degree. Thanks to you, I am one step closer to that goal.

Third paragraph: Close by thanking the person again and make a commitment to do well with the donor’s investment.

By awarding me the [Name of scholarship], you have lightened my financial burden, which allows me to focus more on the most important aspect of school: learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here] [Type your name]