

SCHOLARSHIP OFFICE

THANK YOU LETTER

GUIDELINES



Thank you letters are a requirement for accepting a scholarship(s) at Sacramento State.

Each scholarship was founded by a donor(s) who values the quality education at Sacramento State and who supports student success.

The Importance of Thanking Your Donor

Scholarship donors generously donate funding to support the educational endeavors of students like you. Thank you letters show them that you are proud of your accomplishments and grateful to them for helping you reach your goals. A well written note from you affirms the value and significance of their contributions and encourages their continued support for students.

Suggestions for Successful Writing

- Express enthusiasm.
- Be clear and concise.
- Proofread your work. Make sure your letter is free from spelling and grammatical errors! Have someone review your letter before submitting.

NOTE: letters with errors or little content will be returned for rewrites.

A Step-By-Step Guide:

- Address the letter Dear (***Donor Name or Organization provided in Scholarship Portal***)
- Thank the donor for their generosity
- Explain the impact of the scholarship and how it will support your professional, personal and educational goals
- Highlight future plans – this can include post-graduation plans, professional development opportunities or personal growth activities
- Close with a final statement of gratitude

Thank You Letter Content

- Experiences or life situations that led you to pursue a degree at Sacramento State
- What you are studying and why
- What you hope to accomplish with your education
- Your career goals and aspirations
- Your involvement with on-campus and off-campus activities and organizations
- How the scholarship has benefitted you personally
- Gratitude for their contribution toward your success

Questions? The Scholarship Office is here to help.

Email us at scholarshipfaqs@csus.edu or call us at (916) 278-6179.

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Sample letters are provided to help you compose your own thank you letter. Please take the time to create a unique and meaningful letter. Letters should be typed in standard business letter format; including your mailing address is not necessary.

Sample Thank You Letter 1

Dear [Donor Name or Organization provided in Scholarship Portal],

First paragraph: State the purpose of your letter.

I would like to thank you for giving me the opportunity to further my education at Sac State by awarding me the (insert name of scholarship). I was excited to learn of my selection for this honor and I am deeply appreciative of your support.

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

I am 19 years old and a sophomore majoring in Health Science, with a goal of entering the Nursing program by spring of 2023. I want to be a nurse to give back to others by improving people's lives through healthcare. I have family members with autoimmune disorders and helping care for them has made me very interested in the healthcare field. Upon graduation I would like to work with patients with these disorders because I know how important good medical care is for those suffering from ongoing health issues. Thanks to you, I am one step closer to that goal.

Third paragraph: Use the final paragraph to thank the donor again for their generosity.

By awarding me this scholarship you have made it possible to continue my education by easing my financial burden for the upcoming year, allowing 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 as you have helped me. Thank you again for your generous support.

Sincerely,
[Type your full name]

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Sample Thank You Letter 2

Dear *[Donor Name or Organization provided in Scholarship Portal]*,

First paragraph: State the purpose of your letter.

I am honored to receive the (Insert name of scholarship) and am grateful for the opportunities it will provide me.

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

I am 21 years old, from the Sacramento area, and majoring in psychology. My family immigrated to the United States in 1997 and as with many immigrants they faced many hardships. It has been challenging to adapt to a new culture and learn a new language, but I have set goals that will provide my family and me with a better lifestyle going forward.

My family does not have a lot of resources to support me in attending college. Outside of school I work part time at a restaurant to help pay for my education. Your scholarship will allow me to reduce my work schedule to 20 hours a week and to concentrate more of my time on studying. Working as a volunteer in my community throughout high school, I enjoyed helping people. I would like to continue to help others by getting a master's degree in counseling and becoming a Licensed Marriage and Family Therapist, specializing in working with immigrants and the underrepresented.

Third paragraph: Use the final paragraph to thank the donor again for their generosity.

My education will prepare me to make a difference in my community and your generosity has inspired me to pay it forward.

Thank you for your part in my future success.

Sincerely,
[Type your full name]