

How to Write a Thank You Letter

The Importance of Thanking Your Donor

The University of Texas at San Antonio scholarships come from a variety of sources, including endowed funds, gifts from UTSA alumni and supporters, and general University funds. Our donors take a genuine interest in learning about the recipients of their funds, so we ask you to make a personal connection by writing to your donor to share your experiences as a UTSA student and thank them for their support. It's your chance to stand out from the crowd. Reading about how their generosity impacts you inspires alumni and supporters of the University to continue their support for UTSA students.

Writing a Well-Written Letter

Make sure the letter is free of both grammatical and spelling errors. You are an important part of the UTSA Family, and the literacy demonstrated in your letter is a reflection on all of us.

Thank You Letter Tips:

- Write clearly and concisely
- Double-check for typos and grammatical errors
- Express enthusiasm
- Be sincere

You were awarded a scholarship because your personal qualities and academic abilities stood above all other applicants. Sending a thank you confirms that this scholarship was important enough to you to take the time to present yourself in a professional manner. The samples provided are to help you compose your own thank you letter in a professional business format.

Example 1: Thank You Letter

I'm writing to [say thank you/express how grateful I am] to be chosen as a recipient for the [Name of Scholarship].

[1-2 sentences on how the scholarship will help you and your future plans].

Thank you again for your commitment to UTSA and supporting students now and in the future.

Example 2: Thank You Letter

First paragraph: State the purpose of your letter. [say thank you, use scholarship name]

Second paragraph: Share a little about yourself and indicate why the scholarship is important to you. [major, post-graduation goals, current class year, activities you are involved in that might relate to the scholarship]

Third paragraph: Close by thanking the donor again and making a commitment to do your best as a Roadrunner.