**LETTER TEMPLATE**

**SCHOLARSHIP THANK YOU LETTER**

**[1234 Street Address]**

**[City, State, Zip]**

**[Today’s Date]**

**[Organization Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear Scholarship Donor or Organization’s Name,

First paragraph: This section’s purpose is to directly thank the donor or organization. Include information about who you are, what scholarship you’ve received and what educational institution you’ll be attending.

Second paragraph: Provide general information about your academic and extracurricular activities, such as your year of study, GPA, graduation date, sports, club memberships, and your intended job title and industry.

Third paragraph: Use this optional section to provide your scholarship donor with more personalized information about your unique academic pursuits, volunteer experience, research, internships, financial situation, interests and hobbies, future, and passions.

Fourth paragraph: Close the letter by restating your appreciation for the donor’s contribution to your future.

Sincerely,

**[Your Name]**