**LETTER TEMPLATE
THANKYOU LETTER TO SCHOLORSHIP DONOR**

**[Date]**

**[Name of Scholarship Donor]**

Dear **[Name of Scholarship Donor]**

As a recipient of the 20XX-20XX **[Name of Scholarship]**, I wanted to thank you for funding this scholarship.

I will be a junior majoring in journalism here at the University of Utah this fall and I am on track to graduate Spring 20XX. My goal is to become an investigative reporter for one of the major television networks. Currently, I am a news reporter with the Utah Daily Chronicle and volunteer 20 hours a month at Primary Children's Hospital. I also work 30 hours a week to help fund my education. Thanks to this scholarship, I will be able to reduce my work schedule and focus more on my studies.

Conclude by thanking the donor again.

Thank you again for your investment in the University of Utah and students like me. I hope to give back to the university someday and help a student reach their educational goals with a scholarship.

Sincerely

**[Your Name]**