

Thank You Letter Writing Guide

Congratulations on receiving a scholarship to SUNY Adirondack!

In order to receive this funding, you need to write a thank you note to the sponsor (donor) of your scholarship.

WHY WRITE A THANK YOU NOTE?

First, you might be asking why you are required to write a thank you.

- Thank you notes let the donor know that you care! The SUNY Adirondack Foundation receives donations to scholarships throughout the year and works with donors to fulfill their philanthropic goals. Donors are alumni, local businesses and foundations—all of whom believe that investing in a SUNY Adirondack student's college education will make a difference in their life.
- Thank you notes show donors that you are proud of your accomplishment and grateful to them for helping you to reach your goals. A well written note gives them a sense of how the gift has made a difference.
- A thank you note helps a donor feel appreciated, reminding them why they gave to our college and encouraging their support for students in the future.

HOW TO WRITE A THANK YOU NOTE

Here are some guidelines to create your personal letter:

1. Express enthusiasm.
2. Be sincere.
3. Write clearly and concisely.
4. Prepare a typewritten letter in business format on good quality paper or write legibly on stationery such as a note card.
5. Make sure your letter is grammatically correct and free of spelling errors and typos.
6. If you receive multiple scholarships, you must submit an individual thank you letter for each award you received.

Thank you letter content

1. Decide what personal information you would like to tell the donor(s), like
 - a. Your hometown and high school
 - b. Family background
 - c. Experiences or life situations that led you to pursue a degree at SUNY Adirondack
 - d. What you are studying and why
 - e. What do you hope to accomplish at SUNY Adirondack
 - f. Plans to transfer or enter the workforce
 - g. Your career goals and aspirations
 - h. Your involvement in on- and off-campus activities or organizations
 - i. Research or internships in which you have taken part
 - j. Relevant work experience
 - k. How the scholarship has benefited you or your family personally
2. Include your full name on the signature line. It is up to you, but you may also include your return address, phone number and email at the top or bottom of the letter. Some donors will write back and some organizations will invite you to their businesses to network. Some who donate host annual banquets and will invite you to attend.
3. Use a formal salutation including the appropriate prefix and suffix (Mr., Ms., Mrs., or Dr.) Do not use first names.
4. Be sure to refer by name to the specific scholarship that you received.
5. Always proofread! Try reading it aloud before sending it off. This is where the Center for Writing and Reading can help!

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

All thank you letters must be *delivered to the following address NO LATER than the date indicated on the *Scholarship Notification Letter*. Failure to submit your letter by the deadline on that letter may result in your scholarship award being rescinded and an alternate selected. Letters must be in an envelope addressed to the donor with your return address.

Financial Aid Office, Warren Hall
640 Bay Road
Queensbury, NY 12804

*If you are taking courses exclusively at the Wilton Center, please bring your letter to the main office and ask that it be forwarded in an interoffice envelope to the Financial Aid Office.

Sample Letters

Sample letters are provided to help you compose your own thank you letter. See these separate attachments

Business Format Sample Thank You Letter 1 (from Fresno State University)

[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 [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 SUNY Adirondack. I am currently a [class year] carrying 15 credits, and plan to graduate in the [enter date]. After graduation, I will attend [College or University Name] to earn my [type of] 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]

[Your address]

[City, State, Zip]

[email/phone number]

Business Sample Thank You Letter 2 (from Fresno State University)

[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 express my sincere gratitude to you for making the *[Name of Scholarship]* possible. I was thrilled 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 currently majoring in Early Childhood Education with hopes of becoming an elementary teacher. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

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

Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, both as teacher and possibly a scholarship to future students like myself.

Sincerely,

[Sign your name here]

[Type your name]

[Your address]

[City, State, Zip]

[email or phone number]

Business Sample Scholarship Thank You Letter 3 (from University of Texas at Brownsville)

[Date]

[Mr./Mrs. First and Last Name of Donor or Name of Organization]

[Name of Scholarship]

[Address]

[City, State, Zip]

Dear *[Contact Name]*,

First paragraph: state purpose of letter

I was very happy to learn that I was a recipient of the *[Name of scholarship]*. I am writing to thank you for your generous, financial support towards my higher education.

Second paragraph: share a little about yourself, your background, goals, and indicate why the scholarship is important to you.

I am a Mathematics major who plans to pursue a teaching career in the secondary level. I am currently a junior and plan to graduate in the fall of 2012. After graduation, I will seek employment at one of our local public schools with hopes of inspiring other students to achieve a higher education.

Third paragraph: close by thanking the donor again and make a commitment to do well with the donor investment.

By awarding me the *[Name of scholarship]*, I am able to concentrate on what is important for me, education. Your financial generosity has allowed me to be one step closer to my goal and has inspired me to help others by giving back to the community. I hope one day I will be able to help other students achieve their goal just as you have helped me.

Sincerely,

[Sign your name]

[Type your name]

[Your address]

[City, State, Zip]

[email or phone number]

Business Format Sample Letter 4

[Date]

[Your Name]
[your Address]
[Your City, State, Zip]
[Your Email]
[Your phone number]

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

Dear [Contact Name],

First paragraph: state purpose of letter

My name is [Name] and I am a 2016-2017 recipient of the [Name of Scholarship]. I want to thank you for sponsoring this scholarship at SUNY Adirondack and express my appreciation for your generosity. I was honored to receive this scholarship and am grateful for the opportunities it will provide me.

Second paragraph: share a little about yourself, your background, goals, and indicate why the scholarship is important to you.

I knew when I selected to attend SUNY Adirondack that I would be getting a great education. But with the help of this scholarship, I will be able to further increase my chances of success. In fact, because of the reduced financial burden I carry due to your support, I have reduced my work hours and am in the process of researching and applying for an internship this quarter.

Third paragraph: close by thanking the donor again and make a commitment to do well with the donor investment.

You've named this scholarship in honor of your parents. I hope that through my hard work and commitment to this campus and all it has to offer that I am making my parents proud and am honoring them through my success.

Thank you, again, for your investment in SUNY Adirondack and the futures of students like me.

Sincerely,

[Sign your name]

Note Card Sample Scholarship Thank You Letter 1 (from University of Tennessee at Chattanooga)

Dear *[Mr./Mrs. First and Last Name of Donor or Name of Organization]*,

Thank you for your generous award to me of *[name of the scholarship]* from your scholarship program. Your support is helping me reach my goal of graduating in *[term and year you plan to graduate]* with a *[degree type]* in *[name your field of study]*.

My family moved to New York from Ukraine fifteen years ago. As an immigrant, I cherish the opportunities that living in this country offers to me. After graduating from high school, I decided to study international relations with a focus on economic development issues. This semester I am also gaining valuable experience through an unpaid internship at *[Location]*. Because academic success is important to me, I have worked hard to graduate from SUNY Adirondack summa cum laude.

For the majority of my time in school I have worked full time to support myself, while contributing to the support of three siblings. Your scholarship allowed me to reduce my work schedule to 20 hours a week in order to maintain my grades and accept the internship last semester.

Again, thank you for your award. I hope one day to help others, as you have helped me when I needed your financial support.

With gratitude,

[Sign your name]

[Type your name]

[Your address]

[City, State, Zip]

[email or phone number]

Note Card Sample Scholarship Thank You Letter 2 (from University of Tennessee at Chattanooga)

Dear *[Mr./Mrs. First and Last Name of Donor or Name of Organization]*,

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.

I am a pre-pharmacy major. I plan to pursue a career in pharmacy upon graduating from SUNY Adirondack. I am currently a sophomore taking 15 hours, and I plan to graduate in the Fall of 2017. After graduation, I will attend the *[name of college]* to earn my pharmaceutical degree.

Thanks to you, I am one step closer to that goal.

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 goal just as you have helped me.

Sincerely,

[Sign your name]

[Type your name]

[Your address]

[City, State, Zip]

[email or phone number]

Note Card Sample Scholarship Thank You Letter 3

Dear *[Mr./Mrs. First and Last Name of Donor or Name of Organization]*,

I am honored to be one of the recipients of the *[name of scholarship]*. Thanks to your generous support, I am the first in my family to attend college. Being the first has its financial and academic challenges, but it has also made me realize the value of a college education.

I have just begun my undergraduate career as a freshman at the SUNY Adirondack and can already report my academics off to a good start. My plans at this stage are to major in political science. I love my classes, and I consider myself fortunate to be able to attend.

Working as a volunteer in my community throughout high school, I enjoyed helping people. I hope to be able to serve in a political position sometime in the future, where I might have more ability to help those less fortunate and underrepresented.

Sincerely,

[Sign your name]

[Type your name]

[Your address]

[City, State, Zip]

[email or phone number]