

## Letter Sample

Below is a very basic letter sample. Remember, your thank you should come from the heart. You don't have to write pages and pages to convey a heartfelt thank you. Two tips that may help:

- 1) Don't mention money. Remember, the scholarship covers tuition, fees, books and mandatory supplies. It won't help you with your car payment or pay your cell phone bill.
- 2) The scholarship provider is a real, live, person. Even if your provider is the RVC Foundation Board, or the president of a company, they worked tirelessly to create a scholarship to help YOU get your education.

A proper thank-you letter should include the date (always date your letter) and a more formal addressee, as you are writing the letter to someone you do not know. There are two addressee samples below – one if the scholarship provider is a business, and one if the scholarship provider is an individual. Since your letter does not have to be mailed, you do not need to include the address. Your letter should also include:

- Opening thank you paragraph. Acknowledge the scholarship you received.
- Back ground paragraph. Tell the scholarship provider a little about what lead you to your major, or what lead you to Rock Valley College. Why are you studying your subject?
- Current status paragraph. Where are you in your educational journey? What do you like best about attending RVC? Will you move on to another school after graduation, or do you plan to work first? What is your ultimate purpose in going to school?
- Closing paragraph. Thank the scholarship provider again. You can never thank someone too many times.
- Signature

Here's how it should look:

### Business addressee

April 19, 2023

Generous Well Known Business  
Mr. Very Generous, President

Dear Mr. Generous,

I am honored to be chosen as a recipient of the "Generous Donor Scholarship", and I cannot thank you enough for your generosity and support towards my education.

Ever since I was a child, I have been fascinated by how things work. I would take things apart, study them, and put them back together again, always eager to learn more.

As I grew older, my passion for engineering continued to grow, and I knew that I wanted to pursue it as a career. I am excited about the connections I have made during my educational journey at Rock Valley College and the prospects for working in the Rockford area after I graduate. With your support, I am confident that I can make a positive impact and contribute to the community.

Once again, I thank you for your generosity and investment in my future. I promise to work hard, stay dedicated, and make the most of this opportunity.

Sincerely,

Grateful Student

### Individual addressee

April 19, 2023

Mr. and Mrs. Dudley D. Donor  
(OR) Dudley and Pollyanna Donor

Dear Mr. and Mrs. Donor, – OR – Dear Dudley and Pollyanna,