Thank You Letter Instructions for Students

Write a brief letter to the donor of your scholarship to let that person know how much his/her generosity has helped you. Be sure to express your thanks and proofread carefully.

Nothing is appreciated more than a kind letter of thanks! Donors who make scholarships available through their generous contributions deserve our thanks.

Suggestions on what to share with the donor:

Write about yourself:
- your name
- class year
- major
- Any awards or honors that you have received.

Tell the donor where you are from and why you chose to attend Iowa State’s College of Engineering.

Write about your academic pursuits, career goals, and future plans.

Be sure to express gratitude for your donor’s generosity and proofread carefully!!

Sample Student Letter

Date

Award Name

Dear (Title LastName):

I am currently enrolled in the College of Engineering at Iowa State University. Upon graduation, I hope to …

Receiving the (name of Scholarship) has been a great help. With your support I can focus on my studies and work harder to ensure my academic success. Because of your generosity, I am able to continue pursuing my dream. Thank you for making a difference in my life here at Iowa State University!

Sincerely,

(Your Name)