

Lake Superior State University

Thank You Letter Example

This is a sample letter to provide you with some ideas and letter format. Do not copy this word for word; your letter should express your personality.

Date

Dear Mr./Mrs. [Insert donor or scholarship representative's last name],

First paragraph: State the purpose of your letter.

I would like to take this opportunity to thank you for your generosity in providing the [Name of Scholarship] at Lake Superior State University. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support to LSSU students.

The next paragraph(s): Share a little about yourself, indicate why the scholarship is important, and express your education and career goals.

I am currently a [class status] majoring in Nursing with hopes of becoming an obstetrician nurse. Throughout my life, I have always wanted to work with babies and kids after helping to raise my younger siblings. The financial assistance from your scholarships will help make a huge difference paying for my educational expenses.

This upcoming fall semester, I have the opportunity to intern at our local hospital in the OB Department getting to do what I am so passionate about. I will be able to have real hands on experience, which will open many doors for me in my future career.

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

Thank you again for your generosity. With your support of providing the [Name of Scholarship], I am able to concentrate on what is important for me, my education. I am committed to working hard and taking advantage of every opportunity I have while attending LSSU. I hope that in the future I will be able to give back to provide financial opportunity for students like me. Thank you for helping to make my goal of a college education a reality.

Sincerely,

[Your signature]

Please Type Your Name