

Nothing is appreciated more than a kind letter of thanks!

Many of our students are recipients of scholarships made possible by the kind and generous support of local community members and businesses who want to help you succeed.

Please 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.

THANK YOU LETTER TIPS

- Many people enjoy a handwritten letter of thanks – if you like your handwriting, considering writing your letter on a thank you card. If not, simply type it up like you will your first paper this semester!
- Suggestions on what to share with the donor:
 - Write about yourself: your name, class year, major, and any awards or honors that you have received.
 - Tell the donor where you are from and why you chose to attend WNCC.
 - Write about your academic pursuits, career goals, and future plans.
 - Tell them what this scholarship means for you!

SAMPLE STUDENT LETTER

Dear (scholarship donor/foundation name):

(Opening line thanking donor)

(Write about yourself including class year, major, and awards/honors received.) (Write why you choose WNCC and this educational path.) (Personalized details how this scholarship will benefit your current and future educational goals and your career goal.) (Sentence that further describes your interests or your WNCC college experience.)

(Sentence about your commitment to do well with the donor's investment.)

(Closing sentence thanking the donor again.)

Sincerely,

Student