

Scholarship Thank You Note Tips

- Begin with a greeting.
Examples: Dear Foundation Member, Dear (fill in your scholarship name) Donors.
- Express your thankfulness.
Begin with the two most important words: Thank you.
- Individualize your note.
Include how you plan to use your scholarship or how it will help you be successful.
- Restate your gratitude.
Add details to thank them in a different way.
- Close with your regards.
Examples: Sincerely, Yours truly or Best regards.
- Sign the thank-you note.
Print your name under your signature.
- A handwritten note is more personal, but be sure it is neat and legible.
- Check your spelling and grammar, and correct any errors.
- Submit the thank-you to the Financial Aid Office.
- Maximize your scholarship and thank-you by being successful in your classes.



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