

## Writing “Thank You Letters” to Donors

We strongly encourage you to express your gratitude to the donor or donors of your scholarship or bursary by writing a thank you letter. A well-written letter reflects favourably on you and is important to the donors, who appreciate learning about you, your goals, and future plans.

The following is a suggested outline of how you might write your thank you letter:

- Name of the Scholarship or Bursary
- Thank the donor for their generosity by using the name of the scholarship or bursary. Tell the donor how it makes a difference to your education.
- Tell the donor a little about yourself – where you come from, why you chose the post-secondary institution that you chose, or what field of study you have chosen for a major.
- Talk about your goals and future plans after completing your education.
- Thank the donor again.
- Sign your letter and please TYPE/PRINT your name below your signature.

Once you have written your letter, please be sure to check for spelling and/or grammatical errors. It is wise to always **proofread** your writing.

Please drop off or mail your finished letter or card to the donor. Emailed ‘thank you’ messages are not appropriate; however, if you must correspond by email, please send your letter as an attachment in PDF or Word format.