



## TIPS FOR WRITING A THANK YOU LETTER

Congratulations on your academic scholarship! Most Orange County Community Foundation scholarships are made possible by generous contributions from donors who believe that students like you can make a difference in the world.

All students who receive a scholarship are required to write a thank you letter to the donor(s) of the scholarship. Nothing is more welcome than a thoughtful note of thanks and an expression of your gratitude. A well-written thank you letter reflects favorably on you and is very meaningful to the donors. Your words remind donors of their scholarship's impact and confirm the value of their contributions.

The following ideas may help you structure a meaningful thank you letter.

### Thank the donor:

-  Thank the donor for his or her generosity in providing the scholarship.
-  Include the scholarship name, as some donors give to more than one scholarship.
-  Since donors are not part of the scholarship recipient selection process, thank the donor for making the gift possible, rather than for selecting you as the recipient.

### Tell the donor about yourself:

-  Include your hometown, family background and especially anything that may be relevant to the scholarship.
-  Share high school and other experiences that led you to choose your school and/or intended career.
-  Mention any goals, interests and activities, both professional and academic.
-  If you are the first person in your family to attend college, include this information as well as any obstacles you've overcome to achieve this goal.

### Tell the donor about your present situation:

-  Include your major, anticipated year of graduation, etc.
-  List organizations in which you participate, including extracurricular or community service work, as well as any internships that you are or will be pursuing.
-  Write about your classes and, in particular, what aspects you are enjoying.
-  Mention any recent accomplishments and achievements, including awards, prizes, publications, research or poster sessions while in your program of study.

### Share your future plans:

-  Tell the donor what you hope to accomplish while during your college career.