**Scholarship Thank You note – Outline**

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| **\*\*\*** Do not procrastinate. Everyone’s busy but there is no excuse not to send a proper thank you note within 2 weeks of receiving an award.**\*\*\*** Use concise language. One page is sufficient. **\*\*\*** Proof-read! After winning an award you want to continue to impress and demonstrate that you are a worthy recipient. Spelling mistakes and bad grammar will put the donor doff. |

**GREETING:**

Dear \_\_\_\_\_\_\_\_\_\_\_\_ , (Find out the name of the donor. It should be listed in the application or the congratulatory letter you’ve received.)

**OPENING: Express your gratitude.**

Suggestion #1:

I was happy to learn that I was chosen as the recipient of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name your award) scholarship/ bursary. I am emailing to thank you for your generosity in supporting my post-secondary plans.

Suggestion #2:

I wanted to thank you for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the award) scholarship/ bursary.

Suggestion #3:

It is an honour to be chosen as this year’s recipient of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name your award). Thank you so much for your generous support of my post-secondary education/ my educational plans.

Suggestion #4:

I am honoured to have been chosen amongst my peers for this award. Thank you for your generous support as I continue to learn and advance in my chosen field of study.

**MAIN PARAGRAPH:**

**\*\*Tell them a little bit about yourself and how their financial support helps your specific situation.**

* **Focus on what you’ve accomplished during your High School years, i.e. notable academic achievements, awards, extra-curricular activities you have pursued. You could highlight how High School shaped you into the person you are right now or how it contributed to your development/ built the foundation for your future goals.**
* **Share your plans for the future.**
* **Demonstrate the impact of the received award.**

Example:

I will be attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of your post-secondary institution) this fall, and I am planning to major in/ to pursue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject/ program you are studying). My goal is to use my degree (diploma) to work as \_\_\_\_\_\_\_\_\_\_ (enter your career goal). I am hoping to join \_\_\_\_\_\_\_\_\_\_\_ (student club, volunteer organization, sports team, etc) to enhance my university/ college experience. (or) I am planning to continue working part-time at \_\_\_\_\_\_\_\_\_ (place of employment). / I am planning to continue volunteering with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe your volunteer position if applicable).

Add-on example: It is not easy to juggle full-time studies and working part-time/ staying actively involved in your community, that is why your financial support means a lot to me.

**CLOSING: Express your gratitude, again!**

Suggestion #1:

Your generosity makes a big difference for me and is supporting me in getting one step closer to my future career goals. Once again, thank you for this award!

Suggestion #2:

Thanks again for your gift!

Suggestion #3:

Thanks again. I appreciate this award and your financial assistance.

Best Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and contact information)