

HOW TO WRITE YOUR SCHOLARSHIP THANK YOU LETTER

2023-2024

Introduction – **Introduce yourself and state your scholarship.** Share the following: hometown, current class year (freshman, sophomore, junior, senior), major(s)/minor(s), extracurricular activities/clubs, etc. Elaborate on any additional personal information: hobbies, interests, volunteer work, etc.

First Paragraph – **Discuss your KU experience!** Why do you love KU? Detail the activities/clubs you've been involved with and how they have shaped your experience (inside or outside of the classroom). Share any goals you hope to pursue after graduation. Add any career/life dreams and passions. (*For example, how do you hope to use your degree?*)

Second Paragraph – **Express gratitude and thank our donors.** Share what receiving a scholarship means to you, your family, etc.

Closing – **Close with appreciation.** Feel free to use the following statement to close your letter: "I appreciate your compassion and generosity towards KU students. Thank you for choosing to invest in us. Please know that it makes all the difference!"

SAMPLE SCHOLARSHIP THANK YOU LETTER

2023-2024

Dear Mr. Smith,

My name is Jane Doe and I am the 2023-2024 recipient of the John Smith Scholarship. I am from Allentown, PA and am currently a junior at Kutztown University majoring in accounting with a minor in economics. I am also involved with the Accounting Club and the Applied Investment Management Association (A.I.M.). So far, my experience at KU has been everything I imagined and more.

I decided to come to Kutztown because I fell in love with the campus along with the faculty and staff members of the business school. Not only am I learning and growing in my education, but I have been developing outside of the classroom. My involvement with the Accounting Club and A.I.M. have been very beneficial to my growth as a business major. A.I.M., specifically, has been incredibly rewarding with the real-world business experiences and interactions. I have proudly secured an internship this semester, which will allow me to deepen my knowledge in this field and learn even more on top of my regular schoolwork. After graduation, I'm aiming to pursue an accounting job at a small firm in Philadelphia, PA to start my professional career and experience a new city.

I am extremely grateful for generous people like you who support this scholarship. You have opened the door of opportunities that are accessible to me as a student at Kutztown. Every semester, I've needed to take out loans and work a part-time job to help pay the costs for rent, groceries, gas, school supplies, etc. Your support allows me to focus on my education and plans for the future rather than the financial burdens that come with attending college. For that, I am forever grateful.

I appreciate your compassion and generosity towards KU students. Thank you for choosing to invest in us. Please know that it makes all the difference!

Sincerely,

Jane Doe '24