

Thanking Your Scholarship Donor

The Sigma Kappa Foundation scholarship program is funded through generous contributions made by our alumnae, family members and friends of Sigma Kappa. It is important to acknowledge those contributions that help ease the financial burden of attending college for so many of our members. Scholarship donors are interested in learning about the students they support. The goal of your thank you letter is to thank them for their generous contribution to your education and to share a little about yourself so they can learn about you.

Suggestions for Writing a Thank You Letter

- Keep your letter to one page. Convey your message in a clear and concise manner.
- Please create a separate letter for each endowment contact. The content can be the same, but each letter should be addressed to an individual or couple.
- Use a standard business format, preferable with your name as a header, similar to a resume. Your thank you letter should be prepared on a computer.
- Use your resume as a reference. Sigma Kappa involvement, work or research experiences, or study abroad, are all good topics to include in your letter.
- Proofread your letter. Make sure the donor's name and the name of the scholarship are correct. Check for spelling and grammar mistakes. Have someone else read the letter before finalizing it.

Example Format

Date

Dear Ms. Carver:

First paragraph: Convey your thanks. Be sure to identify your scholarship, where you go to school and what you are studying.

Second/third paragraph: Tell the donor a little about yourself. Based on the purpose of the scholarship, tell how you connect with the scholarship. You can briefly describe your program of study, any special programs, student projects, work experience, or leadership experience that relate to the specific scholarship. You can also write about your plans after you graduate.

Closing paragraph: Thank the donor again for the scholarship and let the donor how much you appreciate their generous contribution to your education and Sigma Kappa.

Sincerely,

[Handwritten signature]

Your Name Typed