# **A logo with a yellow arc  AI-generated content may be incorrect.**

# **Tips for Writing a Thoughtful Thank You Note**

Every year, generous donors help provide scholarships for our community college students. Writing a thank you note is a meaningful way to show your appreciation, and it allows donors to see the real-life impact of their support.

Here are suggestions to craft a heartfelt and compelling message:

* **Start with a Greeting**.

Use a polite and appropriate salutation, such as *Dear Scholarship Donor.*

* **Express your Gratitude**.

Use the first paragraph to express your appreciation for the specific scholarship you received. Keep in mind that donors do not choose the award recipients; they provide the funding that makes your scholarship possible.

* **Share a Bit About Yourself**.

Help your donor connect with you by introducing yourself. Share your name, background, college, major, volunteer activities, career goals, etc.

* **Describe the Impact of the Scholarship**.

How will this award help you to reach your goals?

* **Close with Gratitude and Warmth.** Use the final paragraph to re-thank the donor. Finish with a sincere closing.
	+ With heartfelt thanks,
	+ Sincerely,
	+ Gratefully,
* **Additional Tips:**
	+ Keep it short: 1-3 paragraphs is great.
	+ Be genuine: You don’t need to impress – just be yourself.
	+ Proofread: Check your grammar, spelling, and tone. A polished note shows respect for the donor’s generosity.

Please send your letter to scholarships@ccsnh.edu or The Foundation for NH Community Colleges (FNHCC), 26 College Dr, Concord, NH 03301. Once we receive it, we will forward it to the donor.

**Sample Letter**

Dear Scholarship Donor,

I am honored to be selected as the recipient of the *[Name of Scholarship].* Thank you for your generous support.

I am enrolled in NHTI’s Early Childhood Education program. I love working with children and hope to teach children with special needs soon. I am volunteering at the ABC Childcare Center and truly enjoy my experiences. I also work at a local restaurant to help cover the costs of my education.

My family has limited resources to help me attend college. This scholarship will significantly alleviate the financial burden of pursuing my degree and launching my new career.

I want to thank you again for your generosity and support. Thanks to the [Name of Scholarship], my goals are within reach. I hope to someday help students achieve their goals just as you have helped me.

Sincerely,

Your Name

**Questions?** Contact Lisa Clark at lclark@ccsnh.edu or 603.230.3529.