

Guidelines for Writing a Thank You Letter

Thank You letters should always be personal and sincere. While they can be long or short, here are some general guidelines to assist with writing one.

GREETING:

- Whenever possible, personalize your letter using “Dear Mr./Ms. _____.”
- If the donor is anonymous or you don’t know the donor’s name, use “Dear Friends of SCC.”

BODY OF LETTER:

- Tell the donor about yourself. This may include:
 - ~ Thank them for the (Give the name) scholarship;
 - ~ How the scholarship has helped you (and your family);
 - ~ What is your program of study;
 - ~ Where you are in your program of study (1st semester, 2nd year, etc.);
 - ~ Why you have chosen SCC;
 - ~ Your plans following graduation;
 - ~ Any extra-curricular activities in which you are involved.
- Wrap up your letter by thanking them again for their generosity.

CLOSING:

- Include a closing such as “Sincerely,” or “All the best,” or something similar.
- Sign your name.
- If you are using a letter format, type your name under your signature.

GENERAL COMMENTS:

- ~ Thank You letters may be typed or handwritten.
- ~ Emails are fine, and should be formatted like a letter.
- ~ Handwritten Thank You cards, like those used for gifts, may be used.
- ~ If you choose to hand write your Thank You, make sure to write neatly.