



# Albion College

## The Importance of Thanking Your Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave in the first place and often helps secure continuing gifts for future students.

## Tips for Thank You Letters

Write clearly and concisely. Do not make your letter mechanical sounding. Even though it is a "formal" letter, do not be hesitant to give it your own unique personality. Double-check spelling and grammatical errors. Express enthusiasm. Be sincere.

- **First paragraph: State the purpose of your letter.**  
Make sure to explicitly name the scholarship.
- **Second paragraph: Share a little about yourself and indicate why the scholarship is important.**  
Offer brief information on your educational and geographic background.
- **Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."**  
You should comment on the impact their generosity has had on your future and even a few short sentences about what you expect to accomplish thanks in part to their gift.

## Who, What, Where and When

### Who do you send your scholarship thank you letter(s)?

Address your letter to your donor. You can find the contact information by clicking the hyperlink/name for your scholarship in ACIS.

Your letter should be in a stamped, addressed envelope. Please do not seal the envelope. **Please do not include a date on your letter.** Forward your letter to:

Albion College  
Attn: Scholarship Coordinator  
611 E. Porter  
Albion, MI 49224

We will forward your note/letter to the donor and/or family of the scholarship. This is done to make sure students complete this aspect of the process and give credit and thanks where due. It

ensures that generous alumnae and donors are acknowledged for all they do to promote Albion's future.

Thank you notes/letters should be received by the Office of Financial Aid no later than July 1<sup>st</sup>. This will ensure that the scholarship will be credited to your account prior to the mailing of bills in mid-July.

## Examples

*You should **not** copy these examples exactly. Most donors receive several letters, and we do not want them to be identical.*

*Also, should you wish to write a formal letter, the College address may be used in lieu of the donor's contact information.*

Dear \_\_\_\_\_:

I am writing to thank you for your generous \_\_\_\_\_ scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

I am a \_\_\_\_\_ major with an emphasis in \_\_\_\_\_. I plan to pursue a career in \_\_\_\_\_ upon graduating from Albion College. I am currently a \_\_\_\_\_ carrying \_\_\_\_\_ units, and plan to graduate in the spring of 20\_\_.

After graduation, I will \_\_\_\_\_. Thanks to you, I am one step closer to that goal.

By awarding me the \_\_\_\_\_ scholarship, you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

Dear \_\_\_\_\_:

My name is \_\_\_\_\_, and I am a (class year) (major) major. I am honored to receive the \_\_\_\_\_ Scholarship. I would like to thank you for your generosity and thoughtfulness in regards to this award.

I am pleased with the education I have received, as well as the invaluable learning experiences Albion College has made available to me that have expanded and strengthened my education. For example, in addition to my coursework, I am \_\_\_\_\_. Upon graduation, I hope to \_\_\_\_\_. My ultimate career goal is to \_\_\_\_\_.

I cannot begin to tell you the many ways your scholarship will assist me as I pursue my educational and career goals. I am extremely grateful for your support.

Sincerely,