

## Tips for Writing a Thank-You Letter

Scholarship donors appreciate hearing from students they help support. They enjoy knowing how their gifts help build dreams and transform students' lives. The best way to let donors know how donations benefit those in their community is for the recipients to personally communicate their appreciation.

Below are tips for you to take into account when writing a sincere letter of thanks. Please consider including in your letter the following information:

- Express your appreciation for the award
- Include the scholarship name, amount and your CGCC program/certificate goals
- Provide some personal background information: hometown, interests, history
- Tell about your future goals and how an education will help fulfill these goals
- Explain why receiving a scholarship is special and how it will help you do well at CGCC (i.e., alleviates financial hardship, award viewed as an accomplishment, etc.)
- Conclude with thank you

Remember to proofread for spelling and grammar.

You may want to apply the following format:

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Date

Dear [Scholarship Title] donor:

Body of Letter: Include details from the six points outlined above.

Sincerely,

(sign)

Your name

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**Return thank-you letters to CGCC Resource Development Office,  
400 East Scenic Drive, The Dalles, OR 97058**