

Scholarship Thank You Letter Writing Guide

If you have been selected to receive a scholarship funded by the NCCC Foundation, that scholarship was created through a charitable gift made by a donor. In order to receive this funding, you need to write a thank you letter to the donor of your scholarship.

WHY WRITE A THANK YOU LETTER?

Your scholarship was funded by an individual who chose to invest in your education. The NCCC Foundation receives donations to support scholarships for students like you. Donors are alumni, friends of the college, parents of students, local businesses, and foundations—all of whom believe that investing in a SUNY Niagara college education will make a difference in students' lives!

Thank you letters show donors you are proud of your accomplishment, and grateful to them for helping you reach your goals. A well-written letter gives them a sense of how their gift is making a difference. A thank you letter helps a donor feel appreciated, reminds them why they gave to SUNY Niagara, and encourages their support for students in the future.

HOW TO WRITE A THANK YOU LETTER:

1. Express enthusiasm.
2. Be sincere.
3. Write clearly and concisely.
5. Make sure your letter is grammatically correct, free of spelling errors and typos.
6. If you receive multiple scholarships, you must submit an individual thank you letter for each award you received.
7. Make sure that you address your letter correctly to the donor. (For example: "Dear Mr. Smith") Do not use first names.

CONTENT IDEAS:

Decide what personal information you would like to tell the donor. Here are some ideas:

- Your hometown and high school
- Experiences or life situations that inspired you to pursue a degree at SUNY Niagara
- What you are studying and why
- What you hope to accomplish at SUNY Niagara
- Your career goals and aspirations
- Your involvement in campus activities or organizations

- Research or internships in which you have taken part
- Relevant work experience
- How the scholarship will benefit you or your family
- Include your preferred full name on the signature line.
- Be sure to refer by name to the specific scholarship you received.
- Always proofread!

QUESTIONS OR ASSISTANCE:

All thank you letters must be submitted through the SUNY Niagara Scholarships Portal:

<https://sunyniagara.academicworks.com/>

If you have questions or require any assistance, please contact:

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sunyniagara.edu/scholarships/