

Kennebec Valley Community College Foundation

Guide to Writing a Scholarship Thank You Letter

The Kennebec Valley Community College Foundation manages more than 36 scholarship funds and awards more than 200 scholarships to students each year. Each scholarship was founded by a donor(s) who value the high quality education available at KVCC and who wishes for students to succeed. Through donor generosity, student scholarships help to reduce the financial burden of attending college, allowing recipients to better focus on academic and career goals.

As a recipient of a KVCC Foundation Scholarship, it is important to take the time to thank the scholarship donor for their support. Receiving a thank-you letter allows donors to realize the impact their scholarship gift has in helping a deserving student realize his/her potential.

How to Format Your Scholarship Thank You Letter

Thank you letters are greatly appreciated by scholarship donors and have an impact on future scholarship generosity. A sample letter has been provided to give you a start, but be careful not copy this letter. **Please take the time to create a unique and meaningful letter.**

Use a standard business letter format; your mailing address is not necessary,

Greet your letter *Dear Scholarship Donor*, or *Dear Scholarship Supporter*,

Use the first paragraph to acknowledge the specific scholarship you have been awarded,

Use the body of the letter to tell the donor about yourself, include academic and career goals, volunteer activities, etc. Be sure to state how and why this scholarship is important to you- how it will help you to reach your goals,

Use the final paragraph to re-thank the donor for their generosity,

Make sure to sign your letter,

Use spell check **AND carefully proofread your letter and have someone else check your letter for spelling and grammar errors;** thank you letters with significant spelling or grammatical errors will be returned for correction.

Sample Scholarship Thank You Letter on Reverse

92 Western Avenue • Fairfield ME 04937-1367
Phone (207) 453-5020 • Email mwebb@kvcc.me.edu

Kennebec Valley Community College Foundation

Sample Scholarship Thank You Letter

(Please take the time to create a unique and meaningful letter, your effort will be appreciated).

June 1, 2015

Dear Scholarship Supporter,

I am happy to learn that I was selected as a recipient of the *[Name of Scholarship]*. I am writing to thank you for your generous support.

I am enrolled in the Education Program at KVCC. I love working with children and hope to soon teach children with special needs in my home town of Waterville, Maine. I am currently volunteering at the ABC Childcare Center and truly enjoy the experiences I am having. I am also working at a local restaurant to help pay for my education.

My family does not have a lot of resources to support me in attending college. The *[Name of Scholarship]* will greatly reduce the financial burden of continuing my education and will allow me to focus on my studies.

I would like to again thank you for your generosity and support. Thanks to the *[Name of Scholarship]*, my goals are within reach. I hope that one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here]

Mary Mallory

Once You Have Written Your Scholarship Thank You Letter

Don't forget to **sign your letter**, and then send the thank you letter and Consent to Release Form to the KVCC Foundation Office:

KVCC Foundation 92 Western Ave Fairfield ME 04937

You may also deliver your thank you letter and Consent Form to Carter Hall Room 306 or sign and scan both and send via email (**original signature required**).

Once your letter has been accepted, it will be forwarded to the scholarship donor directly from the KVCC Foundation; your scholarship will typically be disbursed within 30 days of the start of the semester.

Please note that in order to be accepted, your thank you must be signed and received in business letter format along with your signed Consent to Release Form.

92 Western Avenue • Fairfield ME 04937-1367
Phone (207) 453-5020 • Email mwebb@kvcc.me.edu