Brigham Young University–Hawaii
Thank You Letter Example

This is a sample letter to provide you with some ideas and letter format. Do not copy this word for word; your letter should express your personality.

Your Name
Your Email Address (if it is okay for your donor to correspond with you via email)
Date

Dear Mr. and Mrs. Smith, (if you know the name of your donor) *or*
Dear (name of scholarship) donor:

First paragraph: State the purpose of your letter.

I am writing to express my sincere gratitude to you for making the [Name of Scholarship] at Brigham Young University–Hawaii possible. Thank you for your generosity! I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

I am currently majoring in Early Childhood Education with hopes of becoming an elementary teacher. I was raised by a single mother. My mom was also a science teacher in my high school, and has inspired me to follow in her footsteps and pursue a career in teaching. The financial assistance from your scholarship will make a huge difference for me and my mother as we are paying for my educational expenses, and it will allow me to focus more of my time for studying.
This semester, I will be student-teaching with Mr. Phillips in a 3rd grade class at Kahuku Elementary School. I am really looking forward to getting some real-life classroom experience, and being able to make a difference in the lives of the children I will be teaching.

Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."

Thank you again for your generosity and support. I am committed to working hard and taking advantage of every opportunity I have in my time at BYU–Hawaii. I hope that in the future I will be able to give back to students with a scholarship like yours. Thank you for making my dreams of a higher education a reality.

Sincerely,

Jane Doe
BYUHID: