Dear student,

Below is a sample thank you letter. This is only a **sample -** please do not copy this word for word. Please write *your own* thank you letter to the donor of your scholarship fund. The TCL Foundation scholarship program is funded through generous contributions made by our alumni and friends of the college. It is important to acknowledge those contributions. The goal of a thank you letter to your donors is to thank them for their generous contribution to your education and to share a little about yourself so that your donors can learn about you.

TCL Foundation

**Suggestions for Writing a Thank You Letter**

* Keep your letter to one page. Convey your message in a clear and concise manner.
* Use a standard business format (<https://owl.english.purdue.edu/owl/resource/653/01/>).
* Work or research experiences, involvement in student organizations or student projects are all good topics to include in your letter.
* Proofread your letter. Make sure the donor’s name and/or the name of the scholarship are correct.
* Check for spelling and grammar mistakes. Sometimes it is hard to proof your own work, so have someone else read the letter before finalizing it.

**SAMPLE LETTER- PLEASE DO NOT COPY WORD FOR WORD**

*Dear \_\_\_\_\_\_\_\_\_\_\_,*

*I would like to take this opportunity to thank you for your generosity in funding the NAME OF YOUR SCHOLARSHIP. Your support will help me to continue my studies at the Technical College of the Lowcountry. I am extremely honored to be a recipient of this award.*

*I am a \_ (your year in your program - first or second)\_\_\_ in the \_\_\_(your program)\_\_\_\_ studying to become \_\_\_(your career goal)\_\_\_ . After graduation, I hope to work at \_\_\_ (where you hope to work) \_\_\_\_. Receiving a degree from TCL will give me the knowledge and background I need to get a good job and provide for my family.*

*This scholarship will contribute significantly to my tuition and book costs, and it will allow me to focus more on my studies and projects. The students at TCL are so lucky to have people and organizations like you who see the benefit of donating toward education. You are certainly making a difference in my life and my family’s life. Thank you again for your generous support.*

*Sincerely,*

*[Handwritten Signature Here]*

*Typed Name Here*