

A THANK YOU LETTER IS REQUIRED.

Below are Important Tips for Writing the Thank You Letter.

NEW: If you receive multiple scholarship offers, only one thank you letter is required. Because the letter is uploaded to the Award Spring scholarship system, the letter can be shared electronically with the appropriate donor(s).

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. Receiving a well written thank you letter from a student is always special and lets the donor know that their gift was greatly appreciated. Your letters reminds them why they gave in the first place and often helps securing continuing gifts for students in the future.

Tips for Writing Your Thank You Letter

Addressing your letter. Address your letter "Dear SRJC Scholarship Donor" OR "Dear Donor". Your thank you letter may be seen by one or more scholarship donors.

Be sincere! You should comment on the impact that the scholarship award will have on your educational goals and your future plans.

Be specific. Express what you expect to accomplish and how the financial assistance will help you to reach your goals.

Write clearly. Use the spelling and grammar check feature provided by your preferred word processing program.

Use a professional closing to end your letter (e.g. Sincerely, Best regards, With appreciation, With gratitude, Yours sincerely, etc.).

To "sign" your letter, include your full name (First and Last).

You do not need to include any other personally identifiable information on this letter as it will be uploaded by you to the [Award Spring Account](#) scholarship platform.

If you have questions about what is appropriate to include in your Thank You letter, contact the SRJC Scholarship Office for additional information.