



Albion College

The Importance of Thanking Your Donor

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. Your letter reminds them why they gave in the first place and good letters can often lead to professional networking opportunities for you. If you would like to know more about your donor and what inspired them to establish your scholarship, contact scholarships@albion.edu.

Tips for Thank You Letters

Even though your thank you letter is submitted via email it should be in proper letter format.

Write clearly and concisely. Do not make your letter mechanical sounding. Even though it is a "formal" letter, do not be hesitant to give it your own unique personality. Double-check for spelling and grammatical errors. Express enthusiasm. Be sincere. Include a photo(s) and make it extra special.

- **First paragraph: State the purpose of your letter.**
Make sure to explicitly name the scholarship.
- **Second paragraph: Share a little about yourself and indicate why the scholarship is important.**
Offer brief information on your educational and geographic background.
- **Third paragraph: Close by thanking the person again and make a commitment to do well with the “donor’s investment.”**
You should comment on the impact their generosity has had on your future and even a few short sentences about what you expect to accomplish thanks in part to their gift.

Need some inspiration? Here’s an actual letter from a recent scholarship recipient.

Dear Mr. Paul Roskoph ,

I am sincerely honored to have been selected as the recipient of the Marinda Graves Cole Drama Scholarship. Thank you for your generosity, which has allowed me to continue studying at a school that I love.

As I complete my education at Albion College, I am very thankful for receiving your thoughtful gift. Because of your scholarship, I am able to learn in the best environment for me. Being at a small school has given me many ways to grow as a person. I am able to know my professors, and they know me, in a more personal way than if I were just a number attending a larger university. I feel comfortable going to them for advice.

I am a junior from Sturgis, Michigan; and I am majoring in Theatre and minoring in Communications. After I graduate in 2017, I hope to continue school to earn my Master's Degree in either Marketing or Theatre.

Before I came to Albion College, I thought that I had everything planned out. It wasn't until I started taking a costuming class in the Theatre Department that I realized I was wrong about what I wanted to do. I have taken more theatre classes and have learned so much about myself. I love that I can express my creativity in many different ways; with theatre and in a club that I am a part of.

I am a member of the students programming committee, which is called Union Board. On this committee, I hold an executive position, Vice President of Special Events. There are three to four events each semester that I get to plan for. I have to make sure that we have everything needed for the event, contact vendors and make contracts, plan what the layout will look like and make sure that everything is set up when it is time for the event. Being a part of this committee has helped me become more organized, learn to work with different types of people-including students, faculty, and business owners- and use creativity with decorations for the events and PR to promote the different events.

The last two years at Albion have been an incredible experience for me and I am thankful that I am able to continue attending a school that I love.

Thank you again for your thoughtful and generous gift.

Sincerely,



Katherine York
Albion College
Class of 2017

