

SAMPLE THANK YOU LETTER

Student Name
Student Address

Date

Donor Name
Donor Address

Dear Sir or Madam:

I was the graduate chosen to receive the [award name]. I would like to sincerely thank you for making this generous award possible. I am very grateful for this financial assistance.

My post-secondary plans include...

My career plans include....

Once again, thank you so much for providing this award for me.

Sincerely,

(signature)

Student Name