

# FOUNDATION SCHOLARSHIP THANK YOU LETTER TEMPLATE

Date

**Name of Scholarship** (*listed in your Scholarship Agreement and acceptance letter*)  
c/o Edmonds Community College Foundation

Dear **Name of Scholarship Donor**,

Paragraph #1 – Include a statement thanking the donor for the scholarship, using the name of the scholarship specifically in this area. Describe why the scholarship is important to you and your education and how this opportunity to attend Edmonds Community College has affected your life and your family.

Paragraph #2 – Include information about you and your program of study. If you know, write about your future career plans and goals and how you will use your education/degree (go to work immediately after graduation, transfer to another college, etc.).

Paragraph #3 – Once again, thank the donor for receiving the scholarship.

Sincerely,

*Your Full Name*

## SAMPLE LETTER

April 5, 2010

Smith Family Endowed Scholarship  
c/o Edmonds Community College Foundation

Dear Smith Family Scholarship Donors,

Thank you for making the Smith Family Endowed Scholarship possible. I truly appreciate being selected to receive this scholarship for the upcoming year. It couldn't have come at a better time! When I decided to return to school last year, my husband and I thought it made sense for me to quit my job so that I could be a full time student and concentrate on my studies. Unfortunately, my husband was laid off shortly after I started school, which meant a change of plans. I took a part time job to help make ends meet, and continued taking classes as I could. This scholarship means that some of the financial pressure has been lifted for my family, and it will allow me to stay in school and finish my program on time.

Prior to enrolling at Edmonds Community College, I had been working as a personal assistant for the last ten years. During that time I discovered that while I was good at the work, it wasn't my passion. I have always loved cooking, and knew that I could create a career for myself doing something that I truly enjoy. I am currently a first year student in the Culinary Arts program, and am happy to say that through this program I have discovered the place where I belong. Whether it be planning a menu, selecting ingredients or standing over a hot stove, I am in my element every single day. I am excited about the possibilities that await me upon finishing the program next year. I hope to work in a fine dining restaurant where I can put my creativity and passion to work for the enjoyment of others.

Again, I thank you for your generous support. Your scholarship will truly help make my dreams come true.

Sincerely,

*Cindy Thompson*

Cindy Thompson