

# Grand Valley State University

## Thank You Letter Example

*This is a sample letter to provide you with some ideas and letter format. Do not copy this word for word; your letter should express your personality.*

**Your Name**

**Your Email Address** (if it is okay for your donor to email with you)

**Date**

Dear Mr. and Mrs. Smith,

*First paragraph: State the purpose of your letter.*

I am writing to express my sincere gratitude to you for making the [Name of Scholarship] at Grand Valley State University possible. Thank you for your generosity! I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

*Second paragraph: Share a little about yourself and indicate why the scholarship is important.*

I am currently majoring in Early Childhood Education with hopes of becoming an elementary teacher. I was raised by a single mother. My mom was also a science teacher in my high school, and has inspired me to follow in her footsteps and pursue a career in teaching. The financial assistance from your scholarship will make a huge difference for me and my mother we are paying for my educational expenses, and it will allow me to focus more of my time for studying.

This semester, I will be student-teaching with Mr. Phillips in a 3<sup>rd</sup> grade class at North Elementary School. I am really looking forward to getting some real-life classroom experience, and being able to make a difference in the lives of the children I will be teaching.

*Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."*

Thank you again for your generosity and support. I am committed to working hard and taking advantage of every opportunity I have in my time at Grand Valley. I hope that in the future I will be able to give back to students with a scholarship like yours. Thank you for making my dreams of a higher education a reality.

Sincerely,

John Doe