



HOW TO WRITE A MEANINGFUL THANK YOU NOTE OR LETTER

Date

Dear Ridgewater Foundation Scholarship Committee,

FIRST PARAGRAPH: State the purpose of your letter. Be sure to identify yourself as a student and give the name of the scholarship you received.

SECOND PARAGRAPH: Tell the donor a little bit about yourself and your background: where you are from, something about your educational background before entering college, possibly some activities you are/were involved in, and any experiences that led you to your choice of study in college.

THIRD PARAGRAPH: Tell the donor about your present situation. Mention your major and your area of study and what year you are in school. Include a sentence (or 2 or 3) about why you chose your major, what you love about the school or your instructors, what inspired you to come to college, why college is important to you, etc.

FOURTH PARAGRAPH: Tell the donor about your future plans - what do you hope to accomplish while in college and what are your future educational and career plans.

LAST PARAGRAPH: Tell the donor some details about how the scholarship award is/has helped you and lastly, say THANK YOU! Add a sentence or two that tells the donor how much you appreciate their generous contribution to your education.

SIGNATURE: Type your name at the end of the letter.

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The thank you note/letter will be submitted online during your acceptance process.