



Thank You Letters let our Donors know You Care!

All students who receive funds from a Foundation (donor-funded) scholarship will be required to write a thank you letter to the donor(s) of the scholarship. Recipients each receive a Scholarship Notification containing the name of the scholarship, donor name (unless it is anonymous), and instructions for writing the thank you letter.

Why are thank you letters required?

Most of the scholarships available at Peninsula College are made possible by generous contributions from donors who believe in the importance of a college education and want to invest in the future of PC students. By writing a thank you letter, you demonstrate that you are the kind of student they can be proud to support. Hearing from scholarship recipients is also very meaningful to donors. It allows them to obtain a glimpse of how the gift has made a difference in the life of a student. Your words remind donors of the impact of their scholarship gift. Many of them continue to give additional scholarship funds because they know their gifts are deeply appreciated and that they are helping deserving students realize their potential.

What are some tips or suggestions for writing a thank you letter?

- Thank the donor for his or her generosity in providing this scholarship. Tell the donor how this scholarship has made a difference in your education and/or life.
- Tell the donor a little about yourself. Where are you from? What's your family background? What schooling you've had and what activities were you involved in there (if applicable)? What activities are you involved in or plan to be involved in at PC? Why did you choose to attend PC? What area of study are you in and why?
- Tell the donor about your goals and future plans after completing your education at PC. What do you hope to do after graduation? What is your long-term career ambition(s)?
- Pay careful attention to the grammar, spelling, and organization of your letter. A well-written letter reflects favorably on you, the scholarship committee who selected you, and on Peninsula College as a whole.

What are the requirements for writing a thank you letter?

- Your letter may be typed or handwritten. If you choose to hand write it, be sure to write legibly and use nice stationary or a nice note card.
- All we need from you is the letter itself.
- If you receive multiple donor-funded scholarships, you must submit an individual thank you letter for each award you received.

- To receive your scholarship funds, you must submit your thank you letter(s) by the date indicated on your Scholarship Notification Letter. Failure to submit your letter by the deadline on that letter may result in your scholarship award being rescinded.

All thank you letters should be *mailed to the following address and be postmarked NO LATER than the date indicated on the Scholarship Notification Letter:

Peninsula College Foundation
1502 E. Lauridsen Blvd
Port Angeles, WA 98362

*Thank You letters may also hand-delivered to the address above, or can be submitted via emailed (Word doc format) or scanned and emailed to foundation@pencol.edu.

If you have any questions about the thank you letter requirement, contact the PC Foundation office at (360) 417-6246 or e-mail us at foundation@pencol.edu.

