



## Thank You Letters Let Our Donors Know You Care!

All students who receive funds from a Foundation (donor-funded) scholarship are highly encouraged to write a thank you letter to the donor(s) of the scholarship; some require it as part of the criteria for receiving the awarded funds. Recipients each receive a Scholarship Award Notification letter containing the name of the scholarship, and instructions for writing the thank you letter. Check the award letter for the due date.

### Thank You Letters Recommendations/Requirements:

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. The simple gesture of writing a “thank you” note goes a long way! 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 their gift has made a difference in the life of a student. Your words remind donors of the impact their gift makes. 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 and dreams.

While it is good practice to write a thank you letter, for some scholarships, it is **REQUIRED** in order to receive the scholarship funds. In such cases, submit your thank you letter(s) by the date indicated on your Scholarship Award Notification Letter. Failure to submit your letter by the deadline on the award letter may result in your scholarship award being rescinded.

### Tips and Suggestions for Writing a Meaningful Thank You Letter:

- **Express gratitude.** No matter the size of the gift, thank the donor for his or her generosity in providing this scholarship. **Use the words “thank you.”**
- **Be sincere.** Tell the donor how this scholarship will or has made a difference in your education and/or life.
- **Share a little about yourself.** Examples: Where are you from? What's your family background? What schooling have you 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?
- **Your goals.** Tell the donor about your goals and future plans upon completing your education at PC. What do you hope to do after graduation? What is your long-term career ambition(s)?
- **Enclose a nice photo** of yourself, if you wish.

### How to Write a Thank You Letter:

- While typed letters are typical, if your penmanship is neat, hand-write your letter. If you choose to hand write it, be sure to write legibly and use nice stationary (think resume-quality paper) or a nice note card.

- Pay careful attention to the grammar, spelling, and organization of your letter. Have someone you trust check/review your letter for accuracy. A well-written letter reflects favorably on you, the scholarship committee who selected you, and on Peninsula College as a whole.
- If you receive multiple donor-funded scholarships, you must submit an individual thank you letter for each award you received, as they are distributed to each donor.

**Suggested basic format for a Thank You letter:**

**Please note – Donors love hand written notes as well!**

**Name of Scholarship**

Today's Date

Peninsula College Foundation

1502 E. Lauridsen Blvd

Port Angeles, WA 98362

Dear Donor,

[Paragraph 1]

Start by thanking the donor for your scholarship. **Name the scholarship if you know it.** Let your donor know how grateful and appreciative you are to receive their support and how the scholarship is helping you.

[Paragraph 2]

In this paragraph, you should tell the donor about yourself. For example, where you are from, a little about your educational background before entering PC, and some activities you are currently involved in.

[Paragraph 3]

Next, you should tell the donor why you chose PC, why you selected your area of study you are in or intend to pursue, what your plans are for the future, both long and short term. *(For example: employment goals & plans, transfer intentions, special opportunities you've discovered at PC, and long-range career/life goals.)*

[Closing paragraph]

Then thank the donor again, letting them know how much the scholarship is valued.

Sincerely,

(Your Signature)

Your typed or handwritten name

(next page)

Mail or deliver your Thank You letter to the address below, ensuring it arrives or is postmarked NO LATER than the date indicated on the Scholarship Award Notification Letter:

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

Thank You letters may also be submitted via emailed (Word doc format), or scanned and emailed to [foundation@pencol.edu](mailto:foundation@pencol.edu).

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

