**Sample Thank you**

Dear [Donor Name or Organization name],

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

I am writing to express my sincere gratitude to you for making the [Name of award] possible. I was thrilled to learn of my selection for this honour, and I am deeply appreciative of your support.

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

I am an Environmental Technology student and plan to pursue a career where I can develop innovative technologies and solutions to approach sustainability, benefiting society and the environment. I have just completed my first year of the program and am looking forward to returning in the fall for my second year. Thanks to you, I am one step closer to my goal of being the first person in my family to graduate with a post secondary school diploma.

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

By awarding me the [Name of the award], you have lightened my financial burden, which allows me to focus more on the most important aspect of school: learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

[Sign your name here] [Type your name]