

**CALIFORNIA STATE UNIVERSITY, STANISLAUS**

Donor Thank You Letter

[These instructions are for example only, do **not** copy and paste from here into your final letter]

Dear Donors of the [Name of Scholarship, Ex. Mary Stuart Rogers Scholarship],

[First paragraph: State the purpose of the letter]

[Example] I was excited to receive notification that I would be the recipient of the [Name of scholarship] for the upcoming academic year. I would like to take this opportunity to acknowledge your commitment to the university, and to my education.

[Second paragraph: Provide any information regarding your major, coursework, background, goals, and/or why this scholarship is meaningful to you]

[Example] I am excitedly entering my second year in the Teacher Education program. Teaching has always been a passion of mine, ever since I went to my mother’s 6th grade class. Observing the communication of ideas to open minds made me feel excited and motivated to pursue my own classroom goals. This scholarship aids immensely in these pursuits, and I hope this letter provides a small expression of my gratitude.

[Third paragraph: End by again thanking the donor and making sure to pledge the funds toward your academic pursuits]

[Example] This scholarship has provided me the ability to focus even further on my academic pursuits. Academics can often times feel very costly, but with support from donors such as yourselves, financial worries are alleviated. I would again like to send you my deepest appreciation and regards, and look forward to a new chapter in my academic career!

Best Regards,

[Your signature]

[Your printed name]

Student

California State University Stanislaus

One University Circle

Turlock, CA 95352

[www.csustan.edu](http://www.csustan.edu)

[MAKE SURE TO PROOFREAD BEFORE SUBMITTING]

[DUE DATE 2015-2016 AWARD YEAR JUNE 30, 2015!]