

CALIFORNIA STATE UNIVERSITY STANISLAUS
Instruction Sheet for Letter of Thanks to Donors

[Please use these paragraphs only as examples. Do **not** copy them onto your letter. Instead, express yourself in your own words to fit your particular situation.]

Dear Donor(s) to the [Name of scholarship, e.g. Mary Stuart Rogers Scholarship],

[First paragraph: State the purpose of the letter.]

[Example] I was excited to learn that I have been chosen to receive the [Name of scholarship] this coming academic year. Please accept my sincere gratitude for your commitment to the University and for your help in achieving my educational goals.

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

[Example] I look forward to beginning my second year in the teacher education program. Teaching has been a passion of mine ever since I observed my mother's sixth grade class. Witnessing the exchange of ideas with open minds motivated me to pursue my own classroom goals. This scholarship will aid me immensely in this pursuit, I hope this letter provides a small expression of my gratitude.

[Third paragraph: Thank the donor and make sure to pledge the funds toward your academic pursuits.]

[Example] This scholarship will provide me the opportunity to focus even more on my academic pursuits. Higher education can be very costly, but with the support of donors like you, my financial burden is eased. I extend my deepest appreciation to you as I look forward to the next chapter in my academic career!

Best regards,

[Signature]

[Print your name]

Student
California State University, Stanislaus
One University Circle
Turlock, CA 95352
www.csustan.edu

[MAKE SURE TO PROOFREAD BEFORE SUBMITTING]