



Tips on Writing Thank You note

1. Use a piece of stationary, a card, a plain card, or a note card.
2. Greet the Donor or Scholarship Foundation (*ex. Dear Mr. Smith, or Dear Smith Foundation,*)
3. Express your appreciation for the scholarship (*ex.*)
 - *How has the scholarship help you achieve your goals?*
 - *How has it made it a difference in your life?*
4. Thank the donor for his gift.
5. Regards (*ex. Sincerely, Your Name*)