

## SAMPLE THANK YOU LETTER INSTRUCTIONS AND TEMPLTATE:

### Instructions:

1. Submit your Thank You Letter ASAP. Your endowed scholarship award is currently in Estimated status. The award will not be changed to Accepted status and post to your account until the Thank You Letter is received by the Financial Aid Office. If the Thank You Letter is not received as detailed in your award notice, your award will be cancelled, and the funds will be awarded to another student.
2. The Thank You Letter can be emailed to [finaid@capital.edu](mailto:finaid@capital.edu) or you can drop the Thank You Letter off at Yochum Hall, 1<sup>st</sup> floor Financial Aid Office.
3. The letter template on page 2 may be copied and pasted directly to a word document.
4. Any place there is red on the template, enter information specific to you.
  - a. Examples are given for each instance.
5. There are two paragraphs highlighted in yellow. Choose whichever paragraph you would like to use and delete the other paragraph from your Thank You Letter.
6. For extracurricular activities, enter any activities in which you participate on or off campus.
7. For the signature, you can print and physical sign your letter; you can sign with your Apple pen or you can use a script font.
8. Once complete,
  - a. Highlight your entire document and remove any highlighting, un-bold the text, ensure the text color is black.
  - b. Center your letter on the page.
  - c. Print or email and submit to the Financial Aid Office.
9. Questions? Contact the Financial Aid Office at [finaid@capital.edu](mailto:finaid@capital.edu) or by calling 614-236-6511.

**Student Name**

**Student Address**

**Student City, State, Zip Code**

**Current Date**

**Donor's Full Name** (Example – Jack E. and Mary K. Smith)

Dear **Donor's Name**, (Example – Dear Mr. and Mrs. Smith)

I was awarded the **name of the scholarship** for the 2024-2025 academic year and want to sincerely thank you for your generous financial support which will help me to continue my education at Capital University.

I am from **your hometown** (Example – Columbus) and in my **class rank** (Example - freshman, sophomore, junior, senior) year at Capital.

My program of study is **your major** (Example – Nursing...) and after graduation, I plan to pursue a career in **career**. (Example – nursing as a critical care nurse... You may include additional information about your future career goals) OR you could use the following paragraph...

My program of study is **your major** (Example – Nursing...) and after graduation, I plan to continue with my graduate studies in **graduate program** (Example – Law...). After the completion of graduate school, I plan to pursue a career in **career**. (Example – law as an attorney.... You may include additional information about your future career goals)

In addition to my studies, I am also involved in **any extracurricular activities**. (Example - Include information about your involvement in campus activities, clubs, and/or community service projects)

Again, please accept my sincere gratitude for this scholarship. Your financial support will help me to achieve my educational goals and ease the burden of incurring additional debt for college.

Sincerely,

*Signature*

**Student Name**