

## The Importance of Thanking Your Donor

As the recipient of a scholarship at MiraCosta College, you are expected to write a thank you letter to the donor who has funded your scholarship. If you received more than one scholarship you are expected to write a thank you letter for each scholarship you receive. Thanking the donor of your scholarship reflects positively on both you and MiraCosta College. We are proud to send the donors your sincere note of appreciation and thanks. Your scholarship funds will not be released until we receive your thank you letter.

Please review the following guidelines and samples as you prepare to write your own thank you note.

### Guidelines:

- Keep letters simple, one page is usually enough.
- Check for spelling and grammatical errors.
- Express enthusiasm and be sincere.

### Paragraph 1: State purpose of the letter.

Begin by thanking the donor for receiving the scholarship. Be sure to mention the name of the scholarship in your letter. Provide some information about your studies at MiraCosta and future plans.

*Example: It is an honor to be chosen for the ABC Math Major Scholarship. I have always been passionate about mathematics, and this scholarship will allow me to continue my studies. I am in my second year at MiraCosta College pursuing an Associate's Degree in Mathematics. I plan to transfer to UCSD next fall and major in Engineering.*

### Paragraph 2: Share a little bit about yourself

Donors like to know a little bit about the students that they support. Provide some information about your background, you chose to attend MiraCosta, and anything else you want the donor to know. Donors do not get to read your scholarship applications, so this is an opportunity to share some of your personal story.

*Example: I am originally from Oklahoma. I moved to Carlsbad when I was in high school and learned about MiraCosta at a College & Career Fair. I am the first person in my family to go to college, and I am very proud of that. When I am not in school I work part time at a grocery store and volunteer with the Math Engineers of America. This has allowed me to gain some hands on experience in the field. I hope to one day work abroad for an engineering corporation while traveling the world.*

### Paragraph 3: Thank the donor again and make a commitment to do well with the scholarship.

Donors want to know how their support will help. Explain how will this scholarship help you be successful in your time here at MiraCosta.

*Example: I am truly grateful for this support. This scholarship will allow me to work less hours and focus more on my studies and volunteer work. Thank you for your generosity in supporting students like me.*

\*This is meant to give you an example of what a good thank you letter will look like. You should keep yours in this format but make the content your own. If you copy our content we will not accept the letter and it will delay the release of your scholarship funds.

If you have additional questions please visit the Scholarship Office, Oceanside Campus, Building 3000 or email [scholarships@miracosta.edu](mailto:scholarships@miracosta.edu).