

Your Name, Home address, city, state, and zipcode

Date

Dear (List Donor's Name),

-The first paragraph should state why you are sending the Thank You letter. You should make sure to include the Scholarship name and amount you were awarded. Explain why you appreciate their donation.

As a recipient of the (Scholarship Name) I wanted to thank you for helping make my college education a reality. Your generous donation of (Amount) will help pay for my tuition fees and book rental for the upcoming academic year. I feel honored to write you this letter and to be one of many College of Agriculture students who are awarded scholarships. Thank You!

-The second paragraph is a chance for you to introduce yourself and let the donor know what your interest and hobbies are. The donor wants to get to know who their donation is going to support. Tell them about why you chose to attend Purdue, your background and what your future goals are.

I would like to tell you a little bit about myself. I grew up in a small town in West Central Indiana where my family owns a small hobby farm. This is where I found my passion for agriculture, especially the livestock industry. This passion led me to 4-H, where I was a 10 year member, FFA, where I was the District VI President, and ultimately a college education at Purdue studying Animal Sciences majoring in Animal Agribusiness. At a young age Purdue University was always the top choice for me. I learned at a young age Purdue has one of the top ranking Agriculture programs in the nation, which opened my eyes to the endless possibilities the college has to offer. I am currently involved in the Ag Ambassador program, Block and Bridle and the Purdue Intermural Volleyball team. My leadership activities, academic success and hard work have led me to obtain an internship with (Company and tasks) over the summer.

-The third paragraph should close the letter and give you a chance to thank the donor one last time.

Once again I want to thank you for your scholarship donation. I understand that without people who are generous and caring, like you, a college education would not be possible for students like me. I have been truly touched by your generosity and hope to one day give back just as you have. Again I would like to thank you.

Sincerely, SIGNATURE