

**Scholarship Thank You Letter**

1. Not all scholarships require a thank you letter, but it is an important etiquette for the scholarship recipients to express their gratitude to the donor.
2. Each WDT Foundation Scholarship **requires** a thank you letter. The deadline is within two (2) weeks of receiving an Award Notification email.
	1. The Scholarship Office will send the recipients a reminder email of the scholarship-thank-you-letter deadline. We may follow up with one reminder phone call if necessary.
	2. **Don’t let "not writing a thank you letter" be a reason your scholarship funds are not disbursed, delayed, or re-awarded to the next person!**
3. Make sure to proofread your letter before sending it, especially to the scholarship donor or the scholarship's name!
	1. Be sincere and express enthusiasm.
	2. Show your gratitude and the impact of the scholarship on your life.
4. A thank you letter must be received before the scholarship fund can be applied to your student account.
5. Send the thank you letter(s) to WDTScholarship@wdt.edu.
	1. Contact: 605-718-3064 or WDTScholarship@wdt.edu if you have any questions.
6. See the scholarship thank you letter template on the next page.

[Date]

Dear [**Donor Name or Scholarship Name**],

First paragraph: State the purpose of your letter.

Example: *I am writing to express my sincere gratitude to you for making the [Name of Scholarship] possible. I was thrilled to learn of my selection for this honor, and I am deeply appreciative of your support.*

Second paragraph: Share a little about yourself and indicate why the scholarship is important.

Example: *I am [a first-year student from the paramedic program]; I hope to become [a paramedic at the XXX hospital in my hometown] upon graduating from Western Dakota Technical College. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time on studying.*

Third paragraph: Close by thanking the person again and make a commitment to do well with the donor’s investment.

Example: *Thank you again for your generosity and support. I promise you I will work very hard and eventually give back to others, both as teacher and possibly a scholarship to future students like myself.*

Sincerely,

[Sign your name here]

[Type your name]