***On the next page is a sample scholarship donor letter for you to review. You do not have to use this specific template.***

***As you compose your thank you letter do keep this in mind:***

1. ***Please do not date your thank you letter.***
2. ***Do identify the academic year of scholarship award for which you are thanking the donor; i.e. 2013-2014.***
3. ***You may omit your address at the top of the letter. If you do that, type the complimentary close “Sincerely yours”, space twice for your signature, and then type your name. Your typed name should appear either in the address or the complimentary close.***
4. ***Remember that you must sign your letter.***
5. ***Honors College Dean’s Scholars may use “Dear Dean Kelly” in the greeting or salutation.***
6. ***All thank you letters must be sent to the Honors College.***

Student Name

Student Address

City, State, Zip Code

{Your Scholarship Name}

The University of Texas at San Antonio

The Honors College

One UTSA Circle

San Antonio, TX 78249

Dear Donor:

I am writing to you to thank you for the generous gift of the {Scholarship Name} that you provided to UTSA. I am one of the 2013-2014 recipients of this scholarship and I am very grateful for your support.

[PARAGRAPH 2 – EXAMPLE 1] I am a sophomore Interdisciplinary Studies major in the Honors College at UTSA, which means that I plan to become an elementary school teacher. I am confident that the challenges and experiences provided to me through the Honors College will make me a more effective and competent teacher.

[PARAGRAPH 2 – EXAMPLE 2] I am a junior Biology major in the Honors College at UTSA. Thanks to the Honors College’s emphasis on research, I have been working with Dr. Michael Escamilla at the UT-Health Science Center on a project on the genetic bases of schizophrenia among Hispanics. My involvement in the Honors College has also encouraged me to think critically and to become involved in leadership activities. When I complete my degree at UTSA, I plan to attend medical school, and I know that I will be a better physician, thanks to my experiences in the Honors College.

[PARAGRAPH 2 – EXAMPLE 3] I am a senior Anthropology major in the Honors College at UTSA. I joined the Honors College because I wanted small classes that focused on critical thinking. The program has rewarded me with precisely the challenge I desired as well as many things I didn’t expect: the chance to teach, to study in England, and to write a thesis paper in an area I am very excited about. I am planning to apply to Ph.D. programs in Cultural Anthropology, and I am confident that my experiences in the Honors College will help make my applications competitive.

[PARAGRAPH 2 – EXAMPLE 4] I am a freshman Accounting major from Flour Bluff High School near Corpus Christi. I am the first person in my family to attend college. My mother, who is a single parent, raised my two sisters and me alone, so our family has a lot of financial need. Your gift has helped make it possible for me to reach my goal of attending college. I am eager to find internship opportunities and to have a chance to learn more about business. When I complete my degree at UTSA, I plan to find a position with an accounting firm and settle in San Antonio.

[PARAGRAPH 3] Thank you again for your gift of this scholarship to UTSA. It means a lot to students like me that you think our efforts are worthy of support. Your support will go a long way in helping me to reach my goals.

Sincerely,

Sign your name

Type your name