

## Sample Thank You Letter to Bursary and Scholarship Donors

Your Name  
Address  
City, B.C.  
Postal Code

Date:

Name of Scholarship Donor  
Address from your award's certificate

Dear Mr./Mrs./Ms \_\_\_\_\_ or / To Whom It May Concern (if there is no donor name provided),

My name is \_\_\_\_\_. I am a member of the Graduating Class of 202\_\_ from (school name in full). Thank you very much for your generosity in selecting me to receive the (Name of Award) valued at \$\_\_\_\_\_. I am honored to accept this award and will be using the funds to assist with my tuition fees at (full name of post-secondary institution).

**In this paragraph**, provide the donor with some information about you – eg: your hobbies, interests and other relevant information about you.....

**In this paragraph**, indicate your educational plans – eg: *My educational plan is to obtain a diploma in Business Administration from Okanagan College in Kelowna. I then plan to transfer to the University of Victoria to earn a Business degree. Upon graduation from university I would like to seek employment as a Marketing Consultant in the Okanagan Wine Industry.*

Summary Statement – eg: Thank you once again for the financial support that you have given me to help achieve my future goals...

Sincerely,

(signature)

John Smith

Cc: (this means you have sent a copy of this letter to the chairperson of your school's committee)  
Indicate the correct person:

Ms. Jaicee Payette – Chairperson, Penticton Secondary School Selection Committee  
penhichair@gmail.com

**Or**

Mr. Jim Kocsis – Chairperson, Princess Margaret Secondary School Selection Committee  
maggiechair2024@gmail.com