

Sample Letter/Email for Donor Thanks

Your Name

Address

City, B.C. Postal Code

Date:

Name of Scholarship Donor

Address

City, B.C. Postal Code

Dear Mr/Mrs/ Ms _____, or if no donor name, To Whom it May Concern

My name is _____ and I am a member of the Graduating Class of 202__ from _____ Secondary School. Thank you very much for your generosity in selecting me to receive the (Name of Award) Award valued at \$____.00. I am honoured to receive this award and will be using the funds to assist with my tuition fees at _____ (your post-secondary school)

Following this, provide the donor with some information about you – eg: your hobbies, interests and other relevant information about you including 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 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,

Cc means a copy is sent to your Selection Committee Chairperson. This is a requirement to receive your award funds

Pen Hi = Mrs. Marilyn Tyfting penhichair@gmail.com

Princess Margaret = Mrs. Dyanne Niedbala pmsschair@gmail.com