



FOUNDATION

Central Washington University Scholarships

How to Say Thank You

Notification of Required Thank You Letter

Congratulations on receiving a Central Washington University Foundation scholarship! A requirement of receiving these funds is that you are to write a thank you letter to the donors associated with the scholarship and **include a good photo of yourself**. You will be able to attach your letter and photo in your [Scholarship Central](#) account.

When writing your thank you letter, it is important to remember that you are representing not only yourself, but also the CWU community.

Here are a few guidelines to help you write your thank you letter:

- Hand sign your letter, then scan it and upload it to [Scholarship Central](#).
- Briefly tell your scholarship donor why the aid you are receiving is important to you and/or your family. Be sincere.
- Express gratitude. Use the words *thank you*.
- Tell the donor about your achievements, your major, and why you chose CWU.
- Be accurate. Have someone you trust check your letter for correct spelling and grammar.

The recipient of your thank you letter will appreciate the time and effort it took to produce an attractive, well-written letter. Thank you for taking the time to do this well.

Please view your [donor's profile](#) to learn more about the donor, the scholarship, and how to address your letter.

THIS IS A REQUIREMENT. If you have more than one scholarship you must do this for each scholarship you will receive. Failure to write a letter will result in the loss of the scholarship funds.



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Letter format example:

Today's Date

Your Name
Your Street Address
City, State Zip Code

Dear Name of Donors (Find this in the donor profile on Scholarship Central),

[Paragraph 1]

Start by thanking the donor for your scholarship. Name the scholarship. Let your donor know how grateful you are to receive their support and how the scholarship is helping you.

[Paragraph 2]

In this paragraph, you should tell the donor about yourself. For example, where you are from, a little about your educational background before entering CWU, and some activities you are currently involved in.

[Paragraph 3]

Next, you should tell the donor why you chose CWU, why you selected your major, what your plans are for the future, both long and short term. For example: employment goals and plans, transfer intentions, special opportunities you've discovered at CWU, and long-range career goals.

[Closing paragraph]

Then thank the donor again. Let them know how much you value the scholarship.

Sincerely,

Your Signature
Your Typed Name