



College of Southern Maryland  
**F O U N D A T I O N**

### **Scholarship Thank You Letters**

As indicated in your award letter, the College of Southern Maryland (CSM) Foundation requires that scholarship recipients write a thank you letter to the donors associated with the scholarship.

When you write your thank you letter, it is important to remember that you are representing yourself as well as the CSM community. You should also know that the recipient of your thank you will appreciate the time and effort it took to produce an attractive, well-written letter.

#### **Thank You Letter Guidelines**

- Typed letters are best, but if your penmanship is neat, you may hand-write your letter.
- Use quality paper or stationary. No torn-out loose leaf or notebook paper. Think résumé-quality paper.
- Be sincere. Briefly tell your scholarship donor why the aid you are receiving is important to you and/or your family.
- Tell the donor about your achievements, your major and why you chose the College of Southern Maryland.
- Have someone you trust check your letter for correct spelling and grammar.
- Enclose a good photo of yourself, if you wish.

Please send your thank you letter to the CSM Foundation. For your convenience, we have enclosed a postage-paid return envelope. Our address is:

College of Southern Maryland Foundation  
Post Office Box 910  
La Plata, MD 20646

**If your thank you letter is not received, your scholarship will be withdrawn and awarded to an alternate, eligible CSM student.**

~ over ~

Below is a sample format for your thank you letter.

Today's Date

Your Name  
Your Street Address  
City, State Zip Code

**College of Southern Maryland Foundation**  
**Post Office Box 910**  
**La Plata, MD 20646**

**Dear Name of Donor or Organization,**

[Paragraph 1]

Start by thanking the donor for your scholarship. Name the scholarship (**Name of 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 CSM, and some activities you are currently involved in.

[Paragraph 3]

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

[Closing paragraph]

Then thank the donor again, letting them know how much the scholarship is valued.

Sincerely,  
Your Signature  
Your Typed Name