

Why are thank you letters required? Scholarships through the ZSC Foundation are made possible by generous contributions from donors who believe in the importance of your college education and want to invest in your future and the future of other ZSC students. By writing a thank you letter, you demonstrate that you are the kind of student that is grateful for their support. Hearing from scholarship recipients is also very meaningful to donors. It offers them a glimpse of how their gift has made a difference in your life and alleviates the financial pressure to accomplish your educational goals. Your words remind donors of the impact of their scholarship gift. Many of them continue to give additional financial resources due to the impact their gifts have on you and your fellow students.

What are the requirements for writing a thank you letter?

- Your letter must be typed.
- If you receive multiple scholarships, you must submit an individual thank you letter for each award you received. The Foundation Office will provide this information.
- To receive your scholarship funds, you must submit your thank you letter(s) by the date indicated on your Scholarship Award Notice. **Failure to submit your letter by the deadline on that letter may result in your scholarship award being rescinded.**
- Letters may be hand delivered to the ZSC Foundation located on the Zanesville campus in College Hall Room 112 or mailed to Zane State College Foundation, 1555 Newark Road, Zanesville, OH 43701.

What are some tips or suggestions for writing a thank you letter?

- Thank the donor for his or her generosity in providing this scholarship. Tell the donor how this scholarship has made a difference in your education.
- Tell the donor a little about yourself. Where are you from? What is your family background? What high school did you attend and what activities were you involved in there? Why did you choose to attend ZSC? What are you majoring in and why?
- Tell the donor about your goals and future plans after completing your education. What do you hope to do after graduation? What is your long-term career ambition(s)?
- Pay careful attention to the grammar, spelling, and organization of your letter. A well-written letter reflects favorably on you, the scholarship committee that selected you, and on ZSC as a whole. Please ask your advisor to review the letter prior to submission.

An example of a well-written thank you letter

Date

Dear *(donor's name)*,

I am writing to thank you for the generous *\$500 (name of scholarship)* scholarship. I was very happy and appreciative to learn that I was selected as the recipient of this scholarship. Your support is helping me reach my goal of graduating in *(term and year you plan to graduate)* with an associate degree in *(name your field of study)*.

(insert personal statement)

Thanks to your support, I am the first in my family to attend college. Growing up in a less privileged community has not only offered financial and academic challenges, but it has also made me realize the value of a college education.

For the majority of my time in school I have worked full time to support myself, while contributing to the support of three siblings. Your scholarship allowed me to reduce my work schedule to 20 hours a week in order to maintain my grades and accept an internship last semester.

By awarding me the *(name of scholarship)*, you have lightened my financial burden which allows me to focus more on the most important aspect of school: learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goal just as you have helped me.

Again, thank you for this award. I hope one day to help others as you have helped me when I needed your financial support.

Sincerely,

(Please be sure to sign your letter.)

(your first and last name)