

Thank You Letter Template

[Today's Date]

[Donor's Title FirstName LastName]

[Donor's Address]

[City], [Province] [Postal Code]

Dear [Title LastName]:

[In the first paragraph you should mention the name of the scholarship you are receiving and for what academic year. You should also thank the donor for his or her contribution to the University of New Brunswick.]

[In this paragraph you might tell the donor a little about yourself. Possibilities include where you are from, your educational background before entering the University of New Brunswick and some activities with which you are currently involved.]

[Next you may want to tell the donor why you chose UNB for your post-secondary education, what your plans are for the future, some of the goals you have set for yourself, and what steps you plan to take to accomplish your goals.]

[Finally in this last paragraph you might consider telling the donor how this scholarship has helped you. And say "thank you" again.]

Sincerely,

[Your Signature]

[Your Typed Name]

[Home Address]