



# **ROUGH RIDER**

## **Scholarship Foundation**

### **Thank You Letter Information**

Congratulations on receiving a Roughrider Foundation Scholarship! Your award is possible because a family, organization or business chose to honor or remember an individual or group by donating funds. Your scholarship may be from one donor **OR** a combination of donors. Although your award will be announced at the scholarship awards program, the information will be printed in the awards program and will share: 1) the name of the individual, organization or business recognized and 2) if the award is in memory of or in honor of, and 3) the donor(s). Your thank you letter will be sent to each donor.

The thank you letter should begin with a **Salutation** ( a greeting) and is often “Dear (Person’s name). Be sure to include the person’s title if you know it, such as Mr., Ms., Mrs., Dr. etc. (Example: Dear Mr. and Mrs. Smith,) After the Salutation, there should be 2-3 paragraphs.

**Paragraph 1:** Introduce yourself! Share information about your school involvement/activities, work, your interests, etc. Help the reader get to know you.

**Paragraph 2:** Your plans for the scholarship – where do you plan to attend college, what will you study, why you chose the college, what you are looking forward to about college, etc. What is your career goal? Where do you hope to be in 5 – 10 years?

**Paragraph 3:** Thank the donor for the scholarship award. Remember, if the award is “in memory of” an individual, be sure you thank the donor for choosing to honor the memory of the person with a scholarship. If “in honor of”, thank the individual, group or business for the award. Share how the scholarship will make a difference for your education. Remember to thank the donor for choosing to give to the Roughrider Foundation!

After the Body of your Letter, you will close with a “**Complimentary Close**”. This is a short and polite remark that ends your letter. It may be “Thank you” “ Regards” “Sincerely” “Best wishes” “ With many thanks”. Below the Complimentary Close, you will sign or write your name.

You will upload the letter and it will be sent on your behalf to the donor(s). Remember, if there is more than one donor, you will upload a letter for each. **Your Salutation will change on each letter!**

**Saying “thank you” is important.**

**Keep in mind that the thank you letter is REQUIRED.**