



# Friends of Fullerton College Foundation

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## Scholarship Thank-You Letter Guidelines

As a recipient of a Foundation-supported scholarship, you are required to submit a written thank-you letter to the scholarship donor or committee. This letter must be reviewed and approved by the Foundation Office before your scholarship funds can be released.

Your thank-you letter is an important part of maintaining strong relationships with the individuals, families, and organizations who generously support our students.

### Purpose of the Thank-You Letter

Your letter allows you to:

- Express sincere appreciation to the donor or committee
- Share the impact the scholarship will have on your education
- Help donors understand how their support makes a difference

### Letter Content Guidelines

#### 1. Proper Greeting

Address the donor or committee respectfully.

*Examples:*

- Dear Scholarship Committee,
- Dear [Donor Name or Family Name],

If you are unsure how to address your donor, the Foundation Office can assist.

#### 2. Expression of Gratitude

Clearly thank the donor for their generosity and mention the full name of the scholarship you received.

*Example:*

“Thank you for selecting me as a recipient of the [Scholarship Name]. I am truly grateful for your generosity and support.”

#### 3. Personal Background

Briefly introduce yourself and include your major or area of study, educational or career goals, and any relevant background you feel comfortable sharing.

#### 4. Impact of the Scholarship

Explain how the scholarship will help you, such as reducing financial stress or supporting tuition, books, or living expenses.

#### 5. Closing Appreciation

Reiterate your gratitude and acknowledge the donor’s belief in students and education.

#### 6. Professional Closing

Close respectfully (Sincerely, With gratitude) and sign with your full name. Including your major and institution is encouraged.

### **Formatting & Submission Requirements**

- Length: 1 page maximum
- Tone: Professional, sincere, and respectful
- Font: Standard professional font (Times New Roman, Arial, Calibri)
- File Type: Word document or PDF
- No personal contact information

### **Foundation Review & Approval Process**

1. Submit your draft thank-you letter to the Foundation Office
2. The Foundation will review the letter for tone, clarity, and appropriateness
3. Revisions may be requested
4. Once approved, scholarship processing will proceed

**Scholarship funds will not be released until final approval is granted.**

Need Help?

If you have questions about formatting, content, or addressing your donor, please contact the Foundation Office.