



Friends of Fullerton College Foundation

321 E. Chapman Ave., Suite 225 Fullerton, CA 92832

Ph: (714) 992-7790

www.foundation.fullcoll.edu

If you are having trouble writing your thank you letter, please feel free to use the following templates to assist you or see the writing center.

Template 1:

[Date]

Dear [Donor Name or Scholarship Committee],

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

My name is [Your Name], and I am currently a [year, e.g., first-year/second-year] student majoring in [Major] at Fullerton College. My academic and career goals include [briefly describe goals].

Receiving this scholarship will have a meaningful impact on my educational journey. It will help me [explain impact—e.g., cover tuition, purchase textbooks, reduce work hours, focus on studies]. Your support allows me to continue working toward my goals with greater confidence and focus.

Thank you again for your generosity and for investing in students like me. I truly appreciate your support of my education and success.

Sincerely,

[Your Full Name]

[Major, optional]

Template 2:

[Date]

Dear [Donor Name or Scholarship Committee],

I am honored to have been selected as a recipient of the **[Scholarship Name]**, and I would like to sincerely thank you for your generous support.

I am currently studying [Major] at Fullerton College, and I plan to [transfer/career goal]. My experiences in school have helped shape my goals, and I am committed to continuing my education and making a positive impact in my field.

This scholarship will greatly support me by [describe impact—financial relief, academic focus, reduced stress, etc.]. Because of your generosity, I am able to focus more on my education and take meaningful steps toward achieving my goals.

Thank you again for your generosity and for supporting students like me. Your contribution makes a real difference in my academic journey.

With gratitude,

[Your Full Name]

[Major, optional]

Template 3:

[Date]

Dear [Donor Name or Scholarship Committee],

I am writing to express my sincere gratitude for being selected as a recipient of the **[Scholarship Name]**. I am deeply appreciative of your generosity and your commitment to supporting students at Fullerton College.

I am currently pursuing a degree in [Major], with plans to [transfer/career goals]. My academic journey has been shaped by [brief personal or academic experience], which has strengthened my commitment to achieving my educational and professional aspirations.

This scholarship will have a significant impact on my ability to continue my education. By helping to alleviate financial burdens such as [tuition/books/living expenses], it allows me to focus more fully on my academic success and long-term goals.

Your investment in students like me is truly meaningful, and I am grateful for the opportunity to continue pursuing my education with your support. Thank you again for your generosity and belief in student success.

Sincerely,

[Your Full Name]

[Major, optional]