

Thank you Letter Example 1 – this example letter is provided to help guide your writing. It gives an idea of how to talk about yourself to your donor.

Sally Smith
Bullhead City, AZ

January 1, 2001

Mrs. Mary Williams
c/o MCC Financial Aid Office
1971 Jagerson Avenue
Kingman, AZ 86409

Dear Mrs. Williams,

Thank you for your generous gift to MCC's Theatrical Arts Program. I am the recipient of the Edward Williams Performing Arts Scholarship in the amount of \$500 for the 2017-18 academic year.

I have been fascinated by the theatre since seeing Off the Track at the River Cities Community Theatre several years ago. Since then, I have joined an acting club and I participate in community and dinner theatre shows. I'm planning to audition for the Beale Street Theatre's upcoming production of Peter Pan.

The scholarship you have provided is not only helping to pay for my tuition, but it's also helping me to borrow as little as possible for my education. I plan to transfer to a four year university in another year. Graduating with less debt than some of my classmates will be helpful when I am beginning my acting career.

Thank you again for your generous gift to me and to MCC. It is a gift that will help me in my pursuit of becoming an actor.

With Gratitude,

Sally Smith