

## Sample Thank You Letter

[Date]

National Medical Fellowships

[Salutation of Donor or Name of Funder Organization]

[Name of Scholarship]

1199 N Fairfax St. #600

Alexandria, VA 22314

Dear [Salutation of Donor or Funder Organization Name],

*First paragraph: State the purpose of your letter. State the name of the scholarship you were awarded and personally thank the donor or organization by name.*

*Second paragraph: Share a little about yourself and indicate why the scholarship is important.*

*Third paragraph: Close by thanking the person again and make a commitment to do well with the donor's investment.*

Sincerely,

[Sign your name here]

[Type your name]