

THANK YOU CARDS TO SCHOLARSHIP DONORS

The Importance Of Thanking Your Donor

Scholarship donors are generous and caring people, businesses and organizations who unselfishly give to support the educational endeavors of students like you. They typically ask for nothing in return, but receiving a well written thank you note from a student is always special and lets the donor know that their scholarship was greatly appreciated. Your letter reminds them why they gave in the first place and often help secure continuing gifts for future students.

Writing A Well Written Thank You Note

Make sure the note is free of both grammatical and spelling errors. You are an important part of the Capital High School Family, and the literacy demonstrated in your message is a reflection on all of us.

Thank You Note Tips:

1. Greeting. Don't forget to make sure you're using the correct form and spelling of the person's name and/or organization.
2. Express your thanks. Make sure you use the two most important words: Thank you.
3. Write clearly and concisely.
4. Add specific details about the scholarship.
5. Give details about how the scholarship will help with your future plans.
6. Be sincere.
7. Restate your thanks.
8. End with your regards.

You were awarded a scholarship because your personal qualities and academic abilities stood above all other applicants. Sending a thank you note confirms that this scholarship was important enough to you to take the time to present yourself in a grateful manner.

HOW TO ADDRESS AN ENVELOPE

The diagram illustrates the layout of an envelope with three main sections:

- Return Address:** Located in the top left corner, it includes fields for "Your Name", "Your PO#", "University Post Office, ECSU", "1704 Weeksville Road", and "Elizabeth City, NC 27909".
- Stamp:** Located in the top right corner, it features a graphic of the United States flag and the text "U.S.A." and "POSTAGE WILL BE PAID BY ADDRESSEE".
- Address:** Located in the center, it includes fields for "Recipient's Full Name", "Business Name", "Street Address", "City, State Zip Code", and "Country".