

Scholarship Thank You Letter

Please keep content to **1 page and insert 1 picture** of you, or you with your family.

Semester & Year (e.g., Fall 2022)

Dear Friend of Denver Seminary,

1. **Introduce yourself** - Keep it simple; you don't have to answer all the questions. Select what matters most to you.

- Provide your name, study program, and year in program.
- Thank the donor for your **specific scholarship** by name.
- Explain what attracted you to Denver Seminary.
- Let the donor know if this scholarship impacted your decision to study at Denver Seminary.

2. Write a little bit about your **family, work, and/or ministry**.

- Where are you from? Describe your background, career, education, etc.
- Provide family information, if desired (current or family of origin)
- Identify if you are an online or residential student.
- Describe your vocation, job, or ministry role.
- Include an explanation of your selected picture, if applicable.

3. Provide a **glimpse into your hopes and dreams** or your future goals?

- Share what do envision doing with your training.
- Reflect on how God has prepared you for graduate studies.
- Describe how God has gifted you or how is He inspiring you in this phase of life.
- Share a brief story of something that inspires you.

4. **Thank the donor** for providing for your scholarship and let them know what their generosity means to you and how this impacts you/others/your future. In closing, bless the donor. *(Because of your generosity through this scholarship I will...or my family can....)*

(Closing),

(Signature- First and Last name typed)

INSERT

PHOTO HERE

Adjust size and shape

as needed

REMINDERS -

- ✓ **Keep letter to One page with One picture.**
- ✓ **Picture layout options-** use text wrapping, tight or square, move with text, so you may adjust to size.
- ✓ **Font:** 11/12 point, Cambria or Times New Roman
- ✓ **Please maintain standard 1" margins.**
- ✓ **Single spaced, using block format.**
- ✓ **Save as a Word document on your computer.**
- ✓ **Check grammar, spelling, and punctuation before submitting letter. Have a friend proofread it for you.**
- ✓ **Delete all red lettering when letter is complete.**