



Helpful hints on how to write a thank you note

Thank you for taking the time to submit your student thank you note. At Valencia Foundation we pride ourselves on providing continued learning for students who might otherwise be unable to afford a college education. We have built relationships with community partners to help us fulfill our mission of providing scholarships to deserving students.

Student thank you notes are an expression of your sincere gratitude to our community and friends. Please note that all thank you letters are submitted to the donor for review.

This communication is a brief reflection of you, the scholarship recipient, and the progress that you intend to make while at Valencia.

Please take a moment to review a list of points to include in your student statement:

- Type your letter on plain white paper, minimum of two paragraphs (4-6 sentences in each) – size 12 font. *If, in addition* to this official greeting, you would like to include a personal card, photo or other memento – feel free.
- Address the letter directly to the scholarship donor – this information can be found in your Atlas account under the financial aid section.
- Include your message of thanks but also please share a brief synopsis of your background, aspirations, progress at Valencia and current course of study, and any long-term plans upon graduation. Information about your family or obstacles to education help the donor's see the value of the gift.
- Please review your draft and check for any grammar or spelling errors. If you need assistance, the college provides a writing center on each campus.

Remember, that because of their generous support, student scholarships are possible. Be personal, say thank you and tell the donor a little about you! We are grateful for your assistance in helping to steward gifts and recognize our thoughtful benefactors.