

# Thank you letter and photos

Congratulations on being selected as a Foundation scholarship recipient!

We ask that each recipient submit a thank you letter and photo that will be sent to donors and may be used for marketing purposes. Below are guidelines to help you in this process.

## Thank you letter guidelines

- Should be written in Microsoft Word and submitted via email at time of acceptance
- These letters should be written from the heart and proofread carefully
- Thank you letters must be a minimum length of 300 words
  - We may ask that you resubmit your letter if you don't follow these guidelines

## Letters should include the following:

1. Address the letter to Dear (scholarship name) donor,
2. Your academic goals at Chemeketa and beyond
3. Why you chose to study at Chemeketa
4. What this scholarship means to you
5. A little about your history
6. Thank the donor again

See the thank you letter example below:

May 28, 2014

Dear Donor,

I want to start by saying thank you very much for my George Puentes Jr. Memorial Scholarship. My academic goal is to continue my education to become a Nurse.

Growing up, education had always been extremely important to me. Although, I didn't get much help in schoolwork from my parents, they have always supported and encouraged me to do my best in school. When I entered high school, I knew I was going to graduate with a good GPA, but I never thought I'd make it to college. Being accepted at Chemeketa was really exciting, but I didn't know how I would be able to afford to pay for a higher education. Thanks to this amazing scholarship, I am well on my way to reaching my goals.

I am striving to get into the nursing program and complete the two years to get my certificate to be a Licensed Registered Nurse. Once I become a registered nurse, I want to someday return to school so I can finish my education to get further in life and continue to help my family. My family has always been my greatest support and my motivation to be a better person and make a difference.

With your help, I am a step closer in my path. This scholarship means I can focus more on my studies. It is a huge financial help, but it also shows me that there are people in the community willing to help students. Now I am even more motivated to become a nurse, so that I too can help students someday.

Thank you again for my George Puentes Jr. Memorial Scholarship and for helping me get closer to my dream.

Sincerely,  
Anna

### Photo guidelines

- Photos will be shared with donors and may be used for marketing materials
- Senior photos or professional photos are preferred
- If you receive a child care scholarship or mention your children in the letter, you can submit family photos
- Please, no selfies or photos cropped too closely
- You may be asked to resubmit a photo if it doesn't meet the standards

Photo examples:

