

Scholarship Thank You Letter Checklist

Central Georgia Technical College Foundation

Before submitting your thank you letter, use this checklist to ensure your message is sincere, professional, and complete.

Content Requirements:

- Addressed to “Dear Donor” or the donor’s name, retrieved from the About Our Scholarships & Their Generous Donors document.
 - Expresses genuine gratitude for the scholarship.
 - Includes personal details (program of study, background, and/or goals).
 - Explains how the scholarship will help (educational, financial, and/or personal impact).
 - Written in your own voice, not copied or AI-generated.
 - Uses a respectful and sincere tone.
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Format and Style:

- Contains 3-4 structured paragraphs.
 - Uses complete sentences (not bullet points).
 - Proofread for spelling, grammar, and clarity.
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Avoid These Mistakes:

- DO NOT reuse a letter from a previous semester.
- DO NOT rely entirely on AI – the letter must sound like you.
- DO NOT copy someone else’s letter.
- DO NOT submit a short, vague, or informal message.