

Sample Thank You Letter 1

[Month, Year]

[Award]

[Steward & Address]

Dear [Steward Salutation],

Your PY1
Picture will be
inserted here

Paragraph 1: State the purpose of your letter

I am writing to express my sincere gratitude to you for making the [Award] possible. I am beyond thrilled and honored to be chosen as a recipient of this scholarship.

Paragraph 2: Share something about yourself and why the scholarship is important

My family immigrated to the United States from Vietnam over ten years ago. My experience as an immigrant and working as a pharmacy technician allowed me to understand the struggle of patients who speak English as a second language. I want to utilize my ability to speak two languages to work with immigrants and help them improve their understanding of medications and health. I want to become the pharmacist whom my patients can reach out to if they have any concerns regarding their health and medications. I want to be a part of the healthcare team to improve people's health and wellness.

Paragraph 3: Close by thanking the donor(s) again and make a commitment to do well with their "investment in your success"

Thank you again for your generosity and support. I promise I will work hard to give back to the community and others, both as a pharmacist and a person. One day I hope I will be able to help students achieve their goals just as you have helped me.

Sincerely,

Include your personal signature

[Your Name]

[Your Address]

[City, State ZIP]

Sample Thank You Letter 2

[Month, Year]

[Award]

[Steward & Address]

Dear [Steward Salutation],

Paragraph 1: State the purpose of your letter

I am writing to express my sincere gratitude to you for making the [Award] possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

Your PY1
Picture will be
inserted here

Paragraph 2: Share something about yourself and why the scholarship is important

I completed my undergraduate education at [College Name] and majored in [Program]. From my junior year of college, I knew pharmacy was the career path for me. I recently finished my third year as a Pharmacy student and have learned so much this year. I am looking forward to my fourth-year rotation experiences. My future goals in pharmacy are to serve local communities through proper education and delivery of medications and immunizations. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying and volunteering within the Yakima community.

Paragraph 3: Close by thanking the donor(s) again and make a commitment to do well with their "investment in your success"

Thank you again for your generosity and support. I promise you I will work very hard and continue to give back to others, both as a future pharmacist and possibly a scholarship to future students like myself.

Sincerely,

Include your personal signature

[Your Name]

[Your Address]

[City, State ZIP]

Frequently Asked Questions (FAQs)

1. What picture do I use and where should I put it?

We will add your PY1 headshot as shown in the Example letters (above). Which can be found here: <https://apps.pharmacy.wsu.edu/classphotos/>

If you provide another picture, please ensure it is professional in nature. Do not use pictures of you at the beach, on vacation, at a family gathering, etc. These will be replaced with your PY1 headshot.

2. Should I mail a printed copy of the letter to the donor in addition to attaching the electronic WORD version in the survey for the College?

No. The donor's mailing address is provided in the e-mail so you can create a thank you letter that is formatted correctly, not for you to mail your letter directly to them.

3. My e-mail identifies that there is more than one donor for this particular scholarship. Am I able to use the same letter for each donor?

Yes, you may use the same letter for each. Just make sure you correctly address each letter.

4. The scholarship is for \$1200, can I have that all the first semester?

No. We split the scholarship up between the two semesters.

There are no exceptions to this rule.

5. How do I know if you received my letter by the deadline?

We recommend you give yourself plenty of time and complete the survey and upload your letter(s) as soon as possible. Completing the survey will automatically send you a confirmation. The team will send out weekly updates reminding you to complete your survey.

6. What if I do not have electronic signature capabilities?

There are two options:

- a) We will accept a handwritten signature scanned in and saved above your typed signature
OR
- b) A typed signature will suffice