

The Importance of Thanking Your Donor

Thanking the donor of your scholarship reflects positively on both you and Berkshire Community College. We are proud to send the donors your sincere note of appreciation and thanks. **Your scholarship funds will not be put on your account until we receive your thank you letter.**

Tips on writing your thank you note/letter:

- You may type your letter in the box provided, or copy and paste from a word document (just like the essay in your application).
- Please address the letter to the names specified in your scholarship offer.
- Mention the name of the scholarship in your letter. Donors are very interested in recipients' career goals and dreams. Please include how receiving this scholarship is helping you achieve your goals.
- Check for spelling and grammatical errors.
- Express enthusiasm and be sincere.

Can't get started? Here are some samples from past BCC students' notes:

Dear *Donor Name* (** *provided to you on award letter*):

I want to extend my sincere thanks to you and everyone at Berkshire Bank. I have received this scholarship for the second year in a row. Without your generosity I may not be able to finish my education. As a non-traditional student I have many expenses as a husband and parent. This scholarship lifts a large burden. I plan to graduate in the spring of 2015 and I hope to work in Finance.

Gratefully, Your Name

I cannot say how grateful I am to receive the Antonio and Giovanna Caparello Scholarship and how pleased I feel knowing that the hard work I have put into my college career has been noticed. It has been difficult these past semesters for my family to afford college. This award is the first financial assistance I have received. Being chosen for this award has not only relieved a great deal of financial pressure, but it has helped to revitalize my spirits for next semester. I will continue to work hard toward my goals, and make sure that your investment is put to good use.

Sincerely, Your Name

I was very happy to learn that I was a recipient of the Raymond M. Tart Scholarship. Thank you for your generous financial support toward my higher education.

I am a part-time art teacher and I enjoy inspiring students. I am planning to pursue my masters in art therapy at Springfield College after BCC. By receiving this scholarship, I am able to concentrate on what is important for me: education. This award brings me one step closer to my goal.

Many thanks! Your Name

I was ecstatic to learn that I was the recipient of this generous full scholarship. I am looking forward to being in the second year of the RN program and graduating next May. It will be exciting to take my boards next year to obtain a nursing license so I can begin to practice and help make a difference in peoples' lives. I am very honored to have received this award in the memory of your wife, for I am sure she was an amazing woman and would be proud to see that she is able to help people follow their dreams and goals. This scholarship is helping me follow my dream and it will help to provide my two boys with a great future. I am very grateful.

Sincerely, Your Name

Thank you so much for awarding me with the Peter McGuire Memorial Scholarship! With this gift you have allowed me to get closer to achieving my goal and becoming a Physical Therapy Assistant. This helps take some of the financial burden off of us which is a welcome relief. I recently finished my first clinical ed for the PTA program, and now I am looking forward to attacking the coming semesters with your generous gift.

Sincerely, Your Name

I am very happy and honored to receive the Ruth P. and Nicholas Boraski Scholarship. Receiving this scholarship will help reduce my financial burden and will allow me to be one step closer to my goal.

Currently I am in the Computer and Electronics Engineering program at BCC, and I am planning to graduate in December, 2014. After that I want to go for a four-year program in software engineering.

Thank you for your financial generosity. It means a lot to me and my family. I assure you that in the future I will pass this kind act on and help somebody as you did.

Sincerely, Your Name

If you have any additional questions, visit the BCC Foundation Office, Field Administration Building 2nd Floor, Room 232, call us at 236-2185 or email scholarships@berkshirecc.edu.