



Remember to Say Thank you!

If you have been awarded a scholarship, it is because your personal qualities and academic abilities stood above other applicants. As the chosen recipient, sending a thank you letter confirms that the scholarship was important to you. You are a vital part of the Riverside Community College District family and your thank you to our donors is a reflection on all of us at RCCD.

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. Receiving a thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. By expressing gratitude towards each donor, they will understand how their financial support is helping students.

Often scholarships are given in memory of a loved one who has passed away and a thank you from a student receiving the scholarship honors the memory and legacy of their loved one. Your letter reminds them why they created the scholarship and often helps secure continued scholarships for future students. A thank you letter can go a long way towards making donors feel good about their gift of a scholarship to you and RCCD.

After you are awarded a scholarship from RCCD, please send your thank you letter to the address listed below. Your letter will be forwarded to the donor of your scholarship.

Riverside Community College Foundation

“Thank you letters”

4800 Magnolia Avenue

Riverside, CA 92506

You may also drop off thank you letters at the Student Financial Services office at your home college within RCCD.

Important! If you have been awarded any scholarship connected to The Osher Foundation (the scholarship will include “Osher” in the name), a thank you letter is *required*. The first disbursement of this scholarship will *not* be made until a copy of your letter is uploaded to the scholarship application system or received by the Student Financial Services office. Please address your letter to The Osher Foundation. Upload your letter to the scholarship system early to avoid a late disbursement. Your thank you letter will then be forwarded to the Foundation for California Community Colleges. It is important that you share with the Osher Foundation how their support has made a difference in your life.

What should I include in my thank you letter? Here are a few suggestions and ideas:

- Express gratitude – Thank them, but keep it short and sincere.
- Include the donor's name or organization (spelled correctly please)
- Refer to the scholarship that you have received
- Include your name and year in school
- Mention how has this scholarship has helped you
- Mention what having a scholarship means to you personally (most important, the donor wants to hear about you and how this affects your life and pursuit of your goals)
- Mention how the scholarship will make a difference in your academic pursuits

Thank you letter writing Tips:

- Write a separate letter for each scholarship you receive
- It can be handwritten or typed
- Use quality paper or note cards (please no notebook paper)
- It does not have to be long
- Write clearly and concisely
- Double check for typos and grammatical errors
- Present yourself in a professional manner (no slang, etc.)