**How to Write a Thank you Note**

1. Buy a proper thank you card for each award you receive. Write on the card or type a note and put it inside the card. Thank you notes written on paper without a card will not be accepted. Do not use loose-leaf paper. “Form” thank you notes will not be accepted. Be sure to SIGN the card!
2. Properly note who it is to. The Award Information will note who to “address” the note to.
3. Read the Award information.
4. Make a connection between you and what is written about who the Donor is honoring.
5. Note where you are going to college/trade school and what you hope to learn.
6. Thank them for the financial support that they have provided to you. Be appreciative!

We will use the Remember the Titans Memorial Scholarship as an example. This is what the recipient would receive in their envelope.

**REMEMBER THE TITANS MEMORIAL SCHOLARSHIP**

This scholarship was established by Joe & Sarah Raco to honor the memory of those Taconic Hills alumni we have lost over recent years. These former Titans are not forgotten. Each one of them left a positive mark on many of our lives, our school, and our community. The Raco family organizes fundraisers throughout the year to be able to offer a deserving senior a college scholarship in their memory.  **Address your thank you note to Joe and Sarah Raco.**

Here is how a thank you note could be written hitting all 5 points.

Dear Joe and Sarah Raco,

Thank you so much for supporting the Remember the Titans Memorial Scholarship. It will provide me with some very needed financial support. There were former Titans that were important to you and to our community. I have tried to set a good example for others by trying my best when I played on the Taconic Hills Softball team. I thought it was important to help all of my teammates. I also felt it was important to remember our Veteran’s by playing in the High School Band at the Memorial Day Services.

I am attending SUNY Albany and am majoring in Criminal Science. I hope one day to serve our community by working for Homeland Security.

Thank you again for helping me to make my dream come true.

Best Wishes  
Best Student Ever