Paragraph 1 is used to introduce yourself and state the purpose of the letter. Make sure you have reviewed the information listed at https://soa.utexas.edu/apply/student-funding/continuing-student-scholarships/thank-you-letters for examples of how to phrase your thanks. Ex: My name is Jane Doe, and I am writing to express my gratitude as a recipient of the John Smith Scholarship in Historic Preservation.

In paragraphs 2 and 3, specifically discuss your academics and any of the following: career goals, activities, organizations, leadership roles. Helpful tips are listed at https://soa.utexas.edu/apply/student-funding/continuing-student-scholarships/thank-you-letters

Paragraph 4 is used to conclude the letter and connect your activities (in paragraphs 2 and 3) to the support you are receiving.

Sincerely,

[sign your name, in ink]

Your name, typed