



**CALGARY
FOUNDATION**
FOR COMMUNITY, FOREVER

April 2025

Student Awards Thank You Letter Guide

Calgary Foundation Student Awards are generously supported by donors who recognize the power of education to change lives. A note of gratitude from an award recipient acknowledges their support and deepens community connections.

Calgary Foundation recognizes that gratitude is unique, personal, and may be expressed in various ways, such as through a letter, card, video, artwork, and more.

If you seek additional support in providing a note of gratitude, please utilize the information in this guide.

Writing a Personalized Thank You Letter

You may wish to include the following points:

1. Greeting:
 - Letters can be addressed as “Dear [Full Name of the Award] Donors and Selection Committee,” unless otherwise specified.
 - Prior to writing your letter, you may wish to review the background of the award, and/or the person or organization your award is named for. This information can be found on the [Calgary Foundation Student Awards](#) website.
2. Information About Yourself:
 - You may wish to write about your academics (what post-secondary institution you are studying at, what program are you studying, etc.), volunteerism, extra-curricular activities, and/or future plans and aspirations. Please share at your own level of comfort.
3. Expression of Gratitude:
 - Write sincerely and with an active voice, share how you have been impacted by the award.
Examples: "Thank you so much for your generosity." "It is an honor to be chosen for the [Award Name]."
4. Signing Off:
 - Conclude with a professional sign off and write your full name. *Examples: "Sincerely," "Warm Regards," "With Sincere Thanks," etc.*
 - Proofread your letter for clarity, organization, and any spelling or grammatical errors.
5. Share a Photo:

If you choose, you may include a photo of yourself. Share a clear photo, for example, you on your post-secondary campus, or a photo of you engaged in a community or extra-curricular activity mentioned in your application.

Sample Thank You Letter

[Date]

Dear [Full Name of the Award] Donors and Selection Committee,

It is an honor to be chosen for the [Award Name] for the Fall 2025 semester.

I am currently in my second year in Nursing at University of Calgary. I am enjoying my studies, especially my courses in community health. I am involved in several student organizations including student government and the Undergraduate Nursing Society on campus.

After graduation, I plan to become a community health nurse to promote healthy living, disease prevention, and necessary medical treatment for equity deserving groups.

I am truly grateful for the scholarship support. This award allows me to work fewer hours and focus more on my studies and additional educational opportunities.

With gratitude,

[Full Name]

Utilizing the Student Awards Thank You Letter Template PDF

A fillable PDF thank you letter template is available for award recipients. The template includes a section to upload a photo, provide brief information about yourself, and a note of gratitude.

Fillable PDF files ONLY work when saved and completed from your desktop and not an internet browser. For best results, complete the template using Adobe Acrobat Reader (free).

To add a photo of yourself, click the image icon in the circular landscape picture. Browse images from your computer and select 'OK' when complete. Please note, Preview on macOS may not be able to insert an image into the prescribed field.

Type a short bio into the section under 'About Me'. You may wish to include information about your academics, volunteerism, extra-curricular activities, and/or future plans and aspirations. Please share at your own level of comfort.

Express your thanks in the section under 'With Gratitude'. You may wish to include a sentence or two sharing the impact of the award and your appreciation for being chosen as a recipient.

To view and save the [Calgary Foundation Student Awards Thank You Letter Template](#) please click [here](#).

Video Thank You

In place of a written thank you letter, you may wish to provide a 60 to 90 second video that will be sent to the Donors and Selection Committee of your award. If forwarding a video, please be mindful of audio quality and lighting.

Sending the Letter

If you've been provided an award recipient form on the online [Student Awards Portal](#), include your note of gratitude on the portal where prompted.

Notes of gratitude can also be emailed to studentawards@calgaryfoundation.org or mailed to Calgary Foundation c/o Student Awards at 1180 – 105 12 Avenue SE, Calgary, AB T2G 1A1.

If you have further questions, please contact studentawards@calgaryfoundation.org.