



THANK YOU LETTER GUIDE

3 steps to show your appreciation

Your thank-you letter not only showcases your gratitude but also demonstrates to donors -who make this possible- the impact of their financial support. You have the power to inspire them and others to continue supporting future students like you.

STEP 1:

Personalization is key

- Address the donor by their name or organization.
- Introduce yourself, include your name, program, and school.

STEP 2:

Show your gratitude

- Mention the specific scholarship, bursary, or award you received.
- Express how this financial support helped you.
- Close the letter by emphasizing your appreciation.

STEP 3:

Share your story

- Add a personal touch by sharing your motivations or reasons for following this career journey.
- Outline your goals and how this award bring you closer to achieving them.

Note: These are recommendations. Make your Thank-you letter as brief or detailed as you prefer.

Send your letter to the BCIT Foundation Awards Coordinator by email to awards@bcit.ca or by mail to 3700 Willingdon Avenue, Building SE40, Room 230, Burnaby, BC, V5G 3H2.