

# Scholarship Thank you letter - Example Format Template



[First & last name]  
[School name]  
[School address]  
[School city, state, zip code]

[Date]

Washington DECA Sponsor,

In this section, please provide 1 – 2 paragraphs expressing your appreciation for the sponsor's financial support towards Washington DECA conference scholarships and the impact it has on scholarship recipients.

- *Letter must be typed and printed.*
- *Letters can be printed on official school letterhead paper.*
- *Physical printed copy must be mailed to WA DECA headquarters by the deadline.*
- *Handwritten letters will not be accepted.*
- *Scholarship checks will not be released until a scholarship thank you letter has been submitted to WA DECA.*

[Signature]  
[First/last name in print]