

# Recipient Notification Language

Celebratory wording for notifying your recipient, considerate wording for applicants who were not selected, and the practical details that make an award actually reach a student.

## Ground rules

- Notify everyone — selected or not — on the date you promised.
- Tell the recipient first, and confirm they accept before announcing anything publicly.
- Never announce a name, school, or photograph without written permission.
- Say exactly how and when the money moves, and who to contact with questions.

## The award letter or email

### **Sample — recipient notification**

Subject: You have been selected — [Honoree Name] Scholarship

Dear [Name],

Congratulations. You have been selected to receive the [Honoree Name] Scholarship for [term/year], in the amount of [\$ amount].

The committee chose your application because [one or two specific, genuine reasons — name something they actually wrote or did].

This scholarship honors [Honoree Name], who [one line]. Sending it to you is how we say thank you to [him/her/them].

**Next steps.** Please reply by [date] to confirm you accept. We will then need [proof of enrollment / school's student ID or account number / a completed [W-9 or equivalent] if required]. Funds will be [sent to your school's financial aid office and applied to your account / paid directly to you] by [date].

**Two things to know.** Scholarship funds may affect your other financial aid, so please tell your financial aid office about this award. Depending on how funds are used, part of an award may be taxable — we recommend asking a tax professional or your school's aid office.

**Permission (optional).** We would love to share your first name and, if you like, a photo when we announce this year's award. You are free to say no, and your award is not affected either way.

We are glad you are going. If anything gets in the way this term, tell us — we would rather know.

With admiration,  
[Name], [Sponsor Name]  
[email] · [phone]

## **Not-selected notification**

Be brief, warm, and specific about what happens next. Do not rank the applicant, and do not explain in a way that invites debate.

**Sample — not selected**

Subject: [Honoree Name] Scholarship — decision

Dear [Name],

Thank you for applying for the [Honoree Name] Scholarship. We were able to make [number] award(s) this year, and we are not able to offer you one.

That is not a judgment of you or your plans. We read every application closely, and yours [one true, specific, kind observation].

A few things that may help: [thankateacher.net/find-a-scholarship] lists scholarships created exclusively for current and former foster youth; your school's financial aid office can tell you about foster youth aid programs; and if you are in [state], [state-specific program] may apply to you.

You are welcome to apply again [next cycle date] if you are still eligible.

With respect,

[Name], [Sponsor Name]

## Other messages you will need

### Receipt confirmation

**Sample — application received**

We have your application for the [Honoree Name] Scholarship. Nothing more is needed right now. Everyone will hear from us by [date], whether or not they are selected. Questions: [email].

### Missing materials

**Sample — something is missing**

Your application is nearly complete — we still need [item]. A phone photo is fine. If you are having trouble getting it, reply and tell us; we will work with you. We need it by [date] to include you in this cycle.

### Announcement (after permission)

**Sample — public announcement**

[Sponsor Name] is proud to announce that [First Name or full name, as permitted] is the [year] recipient of the [Honoree Name] Scholarship. [He/She/They] will be studying [program] at [school]. The scholarship honors [Honoree Name], who [one line]. Congratulations, [First Name] — we cannot wait to see what you do.

**Thank-you to your honoree or their family****Sample — note to the honoree's family**

I wanted you to know that the [Honoree Name] Scholarship was awarded this month to [a student / [First Name]], who is studying [program] at [school]. [Honoree]'s name is still doing what it always did. Thank you for sharing [him/her/them] with us.

**Important**

This template is a general educational resource, not legal, tax, or financial advice. Thank a Teacher does not collect, hold, or distribute scholarship money, does not receive applications, and does not select recipients. The sponsor is solely responsible for funding, administering, receiving applications, selecting recipients, paying awards, and meeting all legal, tax, and compliance obligations. Please consult qualified professionals about your own situation. To be featured on [thankateacher.net](http://thankateacher.net), a scholarship must be exclusively for current or former foster youth.