

Writing Thank You Letters to SCHOLARSHIP DONORS

Scholarship recipients attending Minnesota State Community and Technical College on the Fergus Falls campus are a special group of students selected to receive gifts from donors who have given to the Fergus Area College Foundation. Scholarships may be:

- named to commemorate individuals and the ideals they represented
- designated to specific academic interests
- designated for students from a certain geographical area

These donors and their intentions are as broad and varied as the students who come to study at our college. We expect students who receive scholarships to reciprocate in several ways:

1. **Write a thank you letter** that includes your:
 - a. name and address
 - b. intended major and year in school
 - c. achievements and leadership experience in high school and/or college
 - d. academic plans for the year and your plans after graduating from M State
 - e. short, personal story that provides a glimpse into your growing up years and why you chose to attend M State – Fergus Falls campus.
2. **Send your letter(s)** to the address or addresses listed on your donor biography sheet (e-mailed to you on or before the week of August 15th). Please have all letters mailed by **August 31st** and save a copy before mailing.
3. **Submit** a copy of your letter(s) to FACF by clicking on the link provided in an e-mail message to you or by clicking on the link through the FACF website: <https://facfmstate.org/scholarship-orientation/>.
4. **Attend the annual Fergus Area College Foundation Scholarship Reception on Thursday, November 12 at 4:00 p.m.** in Legacy Hall. We will first take a photo at 3:30 so arrive about 3:20 PM. We also expect you to participate in donor-sponsored activities as requested throughout the year, whenever possible.

Hints on Writing Thank You Letters

1. **Use a computer** to compose your letter on nice quality paper and place it in an envelope that is the appropriate size.
2. Write your letter in a familiar tone of voice, but avoid slang terms, acronyms or phrases that will not be easily understood.
3. **Lay out your letter appropriately**, with a date on the top left, an inside address (the person's name, street address, city, state and zip code), a direct address (Dear Ms. Smith), and a complimentary close (Sincerely).
4. Complimentary closes can be very important. "Sincerely" is a common one. Other examples include: "With appreciation," "Respectfully," and "With sincere thanks." Remember that only the first word in a complimentary close is capitalized.
5. The body of the letter should include most, if not all, of the items listed above. Sometimes it makes sense to mention where you are from, particularly if your scholarship is designated for students from a certain town or region. Other times it is appropriate to note something about the purpose of the scholarship, particularly if it was set up to commemorate a person or contributions to their community. **Your letter should connect the purpose of the scholarship with your own personal story.**
6. **Proof read your letter carefully**, or ask a friend to look at it. There should be no spelling errors or grammatical mistakes in the letter and it should sound like you when you are talking.
7. **Sign** the letter personally with an ink pen. Do not just type your name.

Writing a thank you is a very important way to signify acknowledgement that someone has given you a gift or done a good deed on your behalf. Learning the art of writing a thank you will prove valuable throughout your lifetime. The M State - Fergus Falls campus community is very grateful to the individuals who have chosen to share their financial resources to help you attend college here. As a scholarship recipient, you are a voice of gratitude for the generosity and good will of our donors. We thank you for honoring their commitment to your education by writing these thank you letters and, of course, for applying yourself wholeheartedly to your academic studies.