



Dear Scholarship Recipient:

In your current USF Financial Aid Awards, you received a scholarship funded by a donor(s) who supports the University of St. Francis scholarship programs.

To finalize the requirements to receive this award, each student must submit a written thank you letter that can be presented to the donor(s) thanking them for their contribution towards your educational pursuits. Please express yourself in your own words and relay the gratitude of their financial commitment to you as a student at University of St. Francis. Your words are very meaningful and will assist in the future support of students at USF. If you were awarded more than one scholarship, you are not required to compose several variations but rather submit a separate letter addressed to each donor thanking them for the financial support.

The letter should follow a standard business format and may be personalized with additional details about your educational pursuits at USF. Each thank you letter should include:

- Current date
- University of St. Francis name
- Address of university
- Name of the scholarship donor
- Standard letter salutation line (i.e. Dear Family of the Scholarship)
- 3-4 Sentences minimum thanking the donor and detail the impact of the scholarship towards your educational pursuits
- Standard closing salutation (i.e. Sincerely yours, With thanks, etc.)
- Student's written signature
- Full printed student name

Your completed and signed letter(s) should be returned to Financial Aid Services. The scholarship thank you letters will be forwarded to the USF Advancement Office and shared in person with each scholarship donor. Your contribution to this process will serve to benefit other USF students like yourself, now and in the future.

Contact Financial Aid Services or stop by Tower Hall, Room N320 if you have any questions regarding the scholarship received or the thank you letter requirements. Thank you for your attendance at University of St. Francis.

Sincerely,

**Financial Aid Services**

**Financial Aid Services**

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(815) 740-3403 | Toll-free: (866) 890-8331 | Fax: (815) 740-3822