

## THANKING YOUR SCHOLARSHIP DONOR

Lake Superior State University's named scholarships are funded through private financial support and are established by generous alumni, friends and corporate supporters of the University. Our scholarship benefactors have a keen interest in helping LSSU students to reach their goal of a college education and chosen career path.

We encourage you to write a letter expressing your thanks to the donor or other contact person(s) associated with your named scholarship. Please know that your letter will be greatly appreciated.

Some guidelines in writing a thank you letter:

❖ Type your letter, or write by hand *legibly*. Use your own stationery, or good-quality paper. Hand-written notes are more personal, but sometimes harder to read.

❖ Please proofread your letter and remember to sign the final version.

❖ Tell your donor something about yourself.

***Topics you may want to include:***

- Your major or area of study
- Where did you go to school before LSSU?
- Is there a particular reason(s) you chose to attend LSSU?
- Have any of your life experiences significantly affected your life and your goals?
- How you are doing in classes or what is your favorite class?
- Your hometown, background about yourself, your family, and your interests
- Future career and education goals
- The difference this scholarship is making for you

❖ Include the name of the scholarship you received. Visit the LSSU Foundation scholarship listing at [foundation.lssu.edu/scholarships](http://foundation.lssu.edu/scholarships) for additional information on your scholarship.

❖ Please do not thank your benefactor for selecting you for the scholarship. Scholarship recipients are selected by the LSSU Financial Aid Office or recommended by a Selection Committee or Faculty, not by scholarship donors.

❖ It's OK to ask for help. Sharon Dorrity, Director of Donor Relations, is happy to assist you or answer any questions or concerns you may have in writing your letter.

Phone: 906-635-2665 – email: [sdorrity@lssu.edu](mailto:sdorrity@lssu.edu)

❖ When you have completed and signed your letter, forward it to the LSSU Foundation in campus mail or by direct mail: LSSU Foundation, Attn: Sharon Dorrity, 650 W. Easterday Avenue, Sault Ste. Marie, MI 49783, or deliver to the Financial Aid Office and they will forward to the LSSU Foundation

Thank **you** for expressing your appreciation!