

As a recipient of a scholarship, the MSU Foundation congratulates you!

Many MSU scholarships are funded by private donors. These generous supporters use their personal funds to provide opportunities for MSU students. We want these contributors to know how much we appreciate them! Please take the time to review the information below which will assist you with your personal thank you note.

Please address the thank you note to: Dear Generous MSU Supporter

Be sure to include:

- **Your name**
- **Year (freshman, sophomore, etc.)**
- **Major**
- **Name of the scholarship**
- **How the scholarship is making a difference to you**
- **A picture – not required. If you choose to include a picture please print your name on the back of it.**

You may also want to include:

- **Where you live on campus**
- **Your hometown**
- **Campus affiliations (clubs, sorority/fraternity, sports, etc.)**
- **Your GPA**
- **Your job**
- **Plans after graduation**
- **Any other information that will help the donor get acquainted with you**

Helpful tips:

- **Be sincere**
- **Write the letter on another sheet of paper first**
- **Read the letter aloud to yourself to hear how it sounds**
- **Use specific examples**
- **Be sure to double check punctuation and spelling**
- **Remember, you are representing the University**

**A SAMPLE LETTER IS ENCLOSED.
PLEASE USE THIS FORMAT AS A GUIDE,
BUT INSERT YOUR OWN PERSONALITY!**

Scholarship Recipient Name
Scholarship Recipient Address
Scholarship Recipient Email

Dear Generous MSU Supporter:

My name is Allison Caudill, and I'm a junior from Lexington, Kentucky. I want to personally express my appreciation for the scholarship your generosity provides. The Agriculture Club Scholarship has enabled me to pursue my goal of achieving a degree in Agriculture Science.

Currently, I am double majoring in agricultural science and computer technologies. I live on campus in Mignon Hall and have a job on campus as a work study student in the science lab. I am also involved in several extra-curricular activities including Student Government Association, intramural sports, and the Agriculture Club. After graduation, I plan to continue my education by attending veterinary school. I hope to return to Eastern Kentucky to set up my Veterinary practice.

Thank you so much for your generosity. The Agriculture Club scholarship is helping me reach my goals and I am truly grateful. I encourage you to continue supporting MSU students, it does make a difference!

Sincerely,

Sign your name here

Allison Caudill

Congratulations! We want to recognize you!

The MSU Foundation would like to include a press release in the local newspapers announcing your scholarship. Please complete this form and return it with your appreciation letter if you would like this information released to your local newspaper.

Name and Address: _____

Phone Number: _____ High School: _____

Name of MSU scholarship(s)/ awards:

Parent's Name and Address:

Hometown Newspaper(s): _____

Top three academic honors/activities (be specific):
1. _____
2. _____
3. _____

Top three civic honors/activities (be specific):
1. _____
2. _____
3. _____

Please attach a photograph of yourself with your name written on the back of the photograph to be included with the press release.

Congratulations! We are proud that you are part of our MSU family!