

Letter of Appreciation Instructions and Example

Many MSU Scholarships are funded by private donors. These generous supporters use their personal funds to provide scholarships to 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 in writing your personal thank you note.

Most new award recipients can upload their letter of appreciation online at <http://moreheadstate.awardspring.com>. If you have trouble uploading them online or need to submit for a renewed award you can email them to finaid@moreheadstate.edu or submit to the address below.

Office of Financial Aid
Enrollment Services Center, Room 205
121 East Second Street
Morehead, KY 40351

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

Be sure to include:

Your name
Classification (freshman, sophomore, etc.)
Major
Name of 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.

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

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A SAMPLE LETTER IS PROVIDED ON THE SECOND PAGE. PLEASE USE THIS FORMAT AS A GUIDE, BUT INSERT YOUR OWN PERSONALITY!

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 a double major in agricultural science and computer technologies. I live on campus in Andrews Hall and have a job as a work study 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 by attending veterinary school. I hope to return to Eastern Kentucky to start my own 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.

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!