

Thanking Your Scholarship Donors

Scholarships at MCC are funded through generous donations from alumni, industry partners, and friends of the college. Our donors are interested in hearing from the students they help support. A well-written thank you note acknowledges the donors for their contribution to your education, helps them learn more about you, and encourages them to help additional students in the future.

Tips for writing a good thank you letter:

- ✓ Keep your letter/note to one page. Be clear and concise.
- ✓ Be enthusiastic and sincere
- ✓ Work experience, involvement in student organizations, and/or student projects are all good topics to include.
- ✓ Proofread! Make sure the donor's name and the name of the scholarship are correct (contact the Foundation if you have questions).

Helpful phrases:

- ✓ I am grateful
- ✓ Thank you for the opportunity
- ✓ Receiving this scholarship will help...
- ✓ I am honored
- ✓ I appreciate your confidence in me
- ✓ Thank you for investing in my future
- ✓ I am one step closer to my goal (of)
- ✓ I plan to help others by...

Suggested format (standard letter):

Your address
City, State, ZIP

Date

Mr. and Mrs. John Smith OR Smith Family Fund Members
c/o Foundation for Muskegon Community College
221 S. Quarterline Rd. #400NN
Muskegon, MI 49442

Dear Mr. and Mrs. Smith OR Smith Family Fund Members:

First paragraph: Introduce yourself (first-year, second-year, just graduated from xxx High School, etc.).

Second paragraph: Briefly describe any research/special programs or student organizations in which you participate, work/leadership experience, etc. Include a brief summary about your plans after graduation and/or transfer.

Closing paragraph: Thank the donor for the scholarship; tell them you appreciate their generosity. Let them know what a difference this educational opportunity makes for you/your family.

Sincerely,

(Handwritten signature)

Typed name

A hand-written thank you note using the suggested format above is also completely acceptable.

SAMPLE THANK-YOU LETTER #1 <Be sure to customize>

2468 W. McFarland Road
Muskegon, MI 49440

Mr. and Mrs. Trusted Donor
c/o The Foundation for Muskegon Community College
221 S. Quarterline Rd. #400NN
Muskegon, MI 49442

Dear Mr. and Mrs. Donor:

I am writing to thank you for your generous support of the Happy Jayhawk Scholarship. I am this year's grateful award recipient. I am a 1985 graduate of Hilltop High School, and I'm currently working toward my AAS at MCC. I plan to continue my education at Ohio University after I complete my Associate's Degree.

My major is undecided at this point, although I enjoy Geology classes. I'm a member of the Geology club, and I've discovered a keen interest in igneous rocks. I hope to work as a forensic anthropologist someday.

Your scholarship helps reduce my out-of-pocket expenses, which allows me to focus on my studies and participate in extra-curricular activities. Without you, I would need to work another part-time job to cover the cost of tuition and books. Thank you again for your generosity.

Sincerely,

(Handwritten signature)

Typed Name

SAMPLE THANK YOU LETTER #2 <Be sure to customize>

Dear _____:

Thank you for your generosity in funding the xxxx Scholarship. I am grateful to be the recipient of this award. Your support allows me to continue my studies at MCC.

I am a ____-year student in the _____ program, studying to become a/an _____. After graduation, I hope to work at _____/continue my education at _____. An AAS degree from MCC will give me the knowledge and skills I need to find a good job and provide for my family. ---OR--- Taking classes at MCC will prepare me to continue my education at _____.

The students at MCC are lucky to have people like you who value the importance of education. You are making a difference to me and my family. Thank you again for your support.

Sincerely,

(Handwritten signature)

For more information, contact Amy Swope, Foundation Director, at foundation@muskegoncc.edu or (231) 777-0571.