

THANKING YOUR SCHOLARSHIP DONOR

Lake Superior State University's named scholarships are funded through private financial support and are established by generous alumni/ae, friends and corporate supporters of the University. These donors have a particular interest in helping LSSU students to obtain their goal of a college education. We encourage you to write a letter expressing your thanks to the donor or other contact person(s) associated with your named scholarship. Our scholarship donors have a keen interest in your education and career goals. Please know that your letter is greatly appreciated.

Some guidelines may be helpful in writing your letter:

- ❖ Type your letter, or write by hand *legibly*. Use your own stationery, or good-quality paper from your computer printer. Hand-written notes are more personal, but harder to read. You can usually include more information in a typed letter. Please remember to sign your letter.
- ❖ Tell your donor something about yourself. Some suggestions: Where are you from? Where did you go to school? Have any of your experiences significantly affected your life and your goals? What are your main interests, academic and otherwise? What is your major, or your intended major? Why? Do you have a favorite course or extra-curricular activity? Why is it special? What are your plans for life after LSSU (or what different careers appeal to you)? Is there a particular reason why you appreciate receiving the scholarship, or attending LSSU?
- ❖ Mention the name of the scholarship.
- ❖ Please do not thank your addressee for selecting you for the scholarship. Scholarship recipients are selected by the LSSU Financial Aid Office, Selection Committee or Faculty, not by scholarship donors.
- ❖ It's OK to ask for help. Sharon Dorrity, Director of Constituent Relations in the LSSU Foundation Office (x2665 on campus, or 906-635-2665 or email sdorrity@lssu.edu) will be happy to assist you or answer any questions or concerns you may have in writing your letter.
- ❖ When you have completed and signed your letter, you may put it in campus mail, addressed to Sharon Dorrity c/o LSSU Foundation or my mail to the LSSU Foundation, Attn: Sharon Dorrity, 650 W. Easterday Avenue, Sault Ste. Marie, MI 49783.

Thank **you** for expressing your appreciation!