

## 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 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 harder to read.
- ❖ Please remember to sign your letter.
- ❖ Tell your donor something about yourself. Tips: 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 after you graduate from LSSU (or what different careers appeal to you)? Is there a particular reason why you appreciate receiving the scholarship, or attending LSSU?
- ❖ 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 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 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, 650 W. Easterday Avenue, Sault Ste. Marie, MI 49783, attn: Sharon Dorrity.

Thank **you** for expressing your appreciation!