**Template for a thank you letter**

My name is (your name) and I was selected to receive (the scholarship name) for the (current academic year) school year. I want to thank you for helping make this scholarship possible.

(Paragraph about your background – where you are from, etc.)

(Paragraph telling about your current information - what year in school, major, goals, etc.)

(A few words about the impact the scholarship will have on your future plans and dreams.)

Thank you sincerely,

(your personal signature)

Your typed name

Notes:

1. Do not include a salutation in your letter (i.e., “Dear Sir/Madam”, “To Whom it May Concern”, “Dear Math Department Faculty”, etc.)
2. Be sure to personally sign the letter after you have printed it.
3. Make sure to proofread the letter for grammatical mistakes and misspellings before printing and signing. If there are mistakes in the letter, you will be asked to re-write the letter before it is sent out by the MSUM Foundation.
4. Do not reference the dollar amount you received from the scholarship.
5. Leave any personal information, such as address, phone number or e-mail out of the letter.
6. **DO NOT** refer to scholarship allowing you to work less, have fewer jobs, or travel more often.