



THE FSU FOUNDATION, INC.

# **Scholarship Acknowledgment Style Guide**

## Why Acknowledge Your Scholarship?

Alumni, faculty, administrators, businesses, and friends of Frostburg State University make generous gifts in order to provide students with scholarship awards. The individuals who provided your scholarship do not ask for money or work in return for their gifts, but they are highly interested in *you*.

The person or people who created this scholarship did so because they recognize the importance of higher education. When they learn about the student helped by their gift (you!), these donors feel a connection. By sharing your appreciation, your journey to reach FSU, and your plans following graduation with your scholarship provider, you demonstrate what a great impact their generosity makes for the students who earn their award. Your letter helps ensure future FSU students have even greater opportunities for scholarship assistance than current students.

As your acknowledgment is critically important to increasing the availability of scholarship awards on campus, your acknowledgment is required as a condition of your scholarship award. Furthermore, by making a habit of writing professional acknowledgment letters, you prepare yourself for your career post-graduation and introduce yourself to established FSU friends and alumni.

## What is a Style Guide?

This guide helps you compose a professional, appropriate correspondence to the donors whose generosity made your award possible. In the guide, you will find:

- Formatting guidelines for your letter
- Standard structural outline for your letter
- Appropriate information to include in your letter
- Sample letter
- Checklist to ensure your letter meets standards

## Standard Acknowledgment Letter Format

YOURNAME  
YOUR STREET ADDRESS  
YOUR STREET ADDRESS 2  
YOUR CITY, STATE ZIPCODE

DATE

SALUTATION (Dear Mr./Ms./Mrs./Dr. LASTNAME),

REASON FOR CORRESPONDENCE (Thank you for selecting me to receive the SCHOLARSHIP NAME. Brief statement of appreciation for DONOR's support.)

INTRODUCE YOURSELF (Include your home town, your major [or areas of interest if undeclared], student activities/clubs/sports/volunteering, what brought you to FSU, and what you hope to accomplish after you leave FSU.)

PERSONAL THANKS (Express your thanks to DONOR for their financial support, for believing in you, and for making your college degree possible/affordable. Express desire to meet and thank DONOR in person.)

CLOSING (Sincerely/Yours in gratitude/With heartfelt appreciation/Thank you/ETC),

*Your Signature*

YOUR NAME

## Sample Letter

John Doe  
123 Studios Place  
Baltimore, MD 21201

January 1, 2014

Ms. Constance Givemore

Dear Ms. Givemore,

Thank you for selecting me to receive the 2014 Constance Givemore Presidential Merit Scholarship. Your generosity means I can afford to finish my degree without burdening myself with student loans.

I grew up in the City of Baltimore, where I attended W.E.B. DuBois High School. I first visited Frostburg State University during a summer robotics program in 2012. Working with the dedicated professors and FSU students at the program, I started to believe I, too, could earn my college degree. When I returned to my high school, I challenged myself to improve my academic performance. By the summer of 2013, when I graduated, I applied to FSU and was accepted!

I will be starting classes this spring and have declared a Computer Science major. I plan to join the Physics and Engineering Club, the National Society of Leadership and Success, and hope to join Upsilon Pi Epsilon (our computer science honor society) as long as I can make the grades! After I graduate, I would like to start a business in Baltimore teaching disadvantaged city students how to use computers for work and research, to better prepare them for college and the business world.

Thank you again for founding the Constance Givemore Presidential Merit Scholarship. Awards like yours make it possible for students like me to earn our degrees and make the world a better place!

Sincerely,



John Doe

## Acknowledgment Letter Checklist

- Name & Address (spelled and formatted correctly)
- Date
- Appropriate salutation (donor name spelled correctly)
- Scholarship received (spelled correctly)
- Major (area of interest if undeclared)
- Hometown
- Student activities/clubs (planned activities/clubs if new student)
- Why you chose to attend FSU
- Hopes/plans after graduation
- Personal thank you statement
- Appropriate closing
- Your name
- Your signature (non-black ink)
- Proofread several times