Nothing is appreciated more than a kind letter of thanks! Many scholarships available at Eastern Florida State College are made possible by contributions from generous donors who, through an investment in your future, have expressed their belief in the importance of a college education. A letter of sincere gratitude to our donors may be the key to future gifts to the campus and, therefore, continued support of exceptional students like you.

**Thank You Letter Hints**

- It’s extremely important to pay careful attention to spelling, grammar, and the organization of your letter.
- Include your full name, return address, phone number and email at the top of the letter.
- Be sure to reference the specific scholarship that you received, but NOT the amount.
- Always proofread! Try reading it aloud before sending it off.
- If you have questions or if you need help in composing your thank you letter, please contact Tonya Cherry at (321) 433-7094 or email cherryt@easternflorida.edu.

**Thank You Letter Content**

- You should tell the donor(s) a little bit about yourself, including:
  - Your hometown
  - Family background
  - Experiences and life situations that led you to pursue a degree at EFSC.
- You should also include some information about your current situation, such as:
  - What you are studying at EFSC
  - What you are involved in both on- and off-campus
- Research and/or internships in which you have taken part
- Describe how the scholarship support will help you meet, or exceed, your educational goals
- Finally, you may want to talk about your future plans, like:
  - What you hope to accomplish while still an EFSC student
  - What your plans are after graduation, graduate school or career aspirations