



GUIDELINES FOR WRITING THANK YOU LETTERS

Gratitude is the fairest blossom which springs from the soul. Henry Ward Beecher

We, at Middlesex County College Foundation, like to keep our donors informed about students who have received their award. For that reason, we are implementing a new policy that **requires** a thoughtfully worded thank you note or letter to be delivered before individual scholarship awards will be released. Please put careful time into your letter and write legibly.

Your letter should:

- Use a formal salutation to address the donor(s) – do not use their first names. Example: Dr. and Mrs. Smith. If you do not know the name of the donor, please use “Dear Sir or Madam” as a salutation.
- Be specific about mentioning the name of the scholarship you received.
- Mention why this scholarship is important emotionally and how it will help you financially.
- Write a bit about yourself and your goals.
- Thank them again and be sure to sign the letter.
- You can search the web for examples, but please be sure to use your own language and tell your own story.

Send the letter to:

Via email (PREFERRED METHOD): phedberg@middlesexcc.edu

Via Mail:

Pamela C. Hedberg
Scholarships Office
South I, Room 118
Middlesex County College
2600 Woodbridge Avenue
Edison, NJ 08818-3040

The letter should be sent to our office in an unsealed envelope. We will proof read the letter before sending it the donor(s).

After the letter is received and approved:

Your scholarship will be processed. Awards are issued as tuition credits. If you have already paid your MCC invoice, a check will be distributed by the Bursar within a few weeks.

Congratulations!!!