

Thanking Your JFRC Scholarship Donor

Support for the John Felice Rome Center scholarship funds comes from donors who have a special interest in education and study abroad experiences. Your thank you letter helps donors to better understand how their contribution will assist you as a JFRC student and encourages them to continue their support, which will enable other students to study at the JFRC.

Your thank you note to the donors should:

- Be clear and concise
- Express enthusiasm
- Mention the name of the scholarship you received
- **Not** mention the amount of the scholarship you received

Below find some tips for writing your thank you letter:

1) Salutation:

Dear Mr. and Mrs. Hancock (for others, Ms./Miss/Dr./Professor as applies),

2) Opening statement examples (1-2 sentences):

I am writing to thank you for supporting the JFRC's recent Interfaith Retreat. I am very fortunate to have the opportunity to participate in this program and I am looking forward to it.

-o-

Thank you so much for supporting the Carol T. Robbins Scholarship. I will greatly benefit from this study abroad experience, as it will broaden my understanding and appreciation of cultural differences.

3) Describe your expectations from your experience. Impact statements (3-5 sentences):

Describe what you are expecting from your study abroad experience/program and how it will impact you and your career goals.

4) Closing remark examples (1-2 sentences):

Again, I can't express enough to you how grateful I am for this gift. This experience will encourage me to follow my dreams and make the most of this opportunity you are making possible.

-o-

Thank you again, I greatly appreciate your generosity and I am looking forward to letting you know about my experience in Rome.

5) Signing:

Sincerely/Gratefully/Best Regards/Kind Regards,

First **AND** Last Name

JFRC Fall '07

Home University

Thank you for your willingness to thank our donors!

