

NMJC - INSTRUCTIONS ON HOW TO COMPLETE THANK YOU LETTER(S):

Please see below the questions requested for you to complete in your thank you letter(s). Please write your answers in essay form. Each bullet "•" will begin a new paragraph (but **DO NOT** use bullets in your own thank you letter). The questions below each bullet, are to help you answer the top bullet topic.

The formatting should include:

- Times New Roman, Calibri, or Arial font
- size 12 font
- one-inch margins
- double-spaced line spacing

Please address your donor at the top of the page: "Dear _____," (you will not underline the name, that is simply in the example for you to fill in with your specific donor's name.)

At the end of your letter, please thank your donor. You must also print out and sign your letter in black or blue ink. Please remember you must leave space between the end of your letter and your typed name so that you may sign above your typed name.

For example:

Thank you,

{Student signs name HERE}

Typed Student Name

Scholarship Thank you letter template:

- How is your semester going academically?
 - Are your classes difficult or easy this year? Please explain.
 - Are you satisfied with your grades so far?

- What did you experience this semester?
 - What challenges, if any, did you face while attending NMJC? (This may include situations in or out of the classroom.)
 - What was your biggest success this semester? (This may include situations in or out of the classroom.)
 - What activities are you involved in? (This may include outside work/jobs.)

- How did this scholarship help you?

There is an example of what your thank you letter(s) should look like online at:

https://www.nmjc.edu/admission/nmjc_foundation/ScholAccept.aspx. It is not in English so that you may use your own ideas to complete your letter(s). It is just an example of what yours should look like. It can be longer or shorter than the example, just so long as you are basically answering the above questions.