



## Muskegon Community College

221 South Quarterline ♦ Muskegon, MI 49442

### Thank You Letter Examples

*Do not copy and paste this example letter, it is only intended as a guideline.*

[Date]

[Name of Scholarship] Donor  
Muskegon Community College, Room 400  
221 S. Quarterline Rd.  
Muskegon, MI 49442

Dear [Name of Scholarship] Donor,

*State the purpose of your letter.*

As a recipient of the 2017-2018 [Name of Scholarship], I wanted to thank you for funding this scholarship.

*Share something about yourself, your goals, and indicate why the scholarship is important.*

I will be majoring in journalism here at the Muskegon Community College this fall and I am on track to graduate Spring 2017. My goal is to become an investigative reporter for one of the major television networks. Currently, I am a news reporter with the Muskegon Chronicle and volunteer 20 hours a month at Primary Children's Hospital. I also work 30 hours a week to help fund my education. Thanks to this scholarship, I will be able to reduce my work schedule and focus more on my studies.

*Conclude by thanking the donor again.*

Thank you again for your investment in the Muskegon Community College and students like me. I hope to give back to the college someday and help a student reach their educational goals with a scholarship.

Sincerely,

[Add your signature]

Your Name



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Date

Dear Scholarship Donor,

I am sincerely honored to have been selected as the recipient of the (name of the scholarship). Thank you for your generosity, which has allowed me to (explain how receiving this scholarship has impacted your college experience).

As I complete my education at Muskegon Community College, I am very thankful for receiving your thoughtful gift. Because of your scholarship, (explain how receiving this scholarship will positively impact your future).

Thank you again for your thoughtful and generous gift.

Sincerely,

Your Name  
Your MCC Number  
Muskegon Community College  
Class of 20\_\_