



Dear Scholarship Recipient:

In your current USF Financial Aid Awards, you received a scholarship funded by a donor(s) who supports the University of St. Francis scholarship programs.

To finalize the requirements to receive this award, each student must submit a thank you letter to the Office of University Advancement that can be presented to the donor(s) thanking them for their contribution towards your educational pursuits. Please express yourself in your own words and relay the gratitude of the financial commitment to you as a student at the University of St. Francis. Your words are very meaningful and will assist in the future support of students at USF. If you were awarded more than one scholarship, you are not required to compose several variations but rather submit a separate letter addressed to each donor thanking them for their financial support.

The letters should follow a standard business format and may be personalized with additional details about your educational pursuits at USF. Each thank you letter should include:

Month day, year

First Name Last Name
University of St. Francis
500 Wilcox Street
Joliet, IL 60435

Dear name of scholarship,

What was made possible in your life because of this scholarship?
What are your career goals and how will your degree help you achieve them?
Thank you in your own words.

Standard salutation (sincerely, with thanks, etc.)

Signature

Printed First Name Last Name

Your completed and signed letter(s) should be returned to the Office of University Advancement. Your contribution to this process will serve to benefit other USF students like yourself, now and in the future.

Contact University Advancement regarding the scholarship received, the thank you letter requirements, and where to deliver finished letters. Thank you for your attendance at University of St. Francis.

Sincerely,

University Advancement

500 Wilcox Street Joliet, IL 60435 | advancement@stfrancis.edu
(815) 740-5047 | Toll-free: (877) 2886

Financial Aid Services

500 Wilcox Street Joliet, IL 60435 | finaid@stfrancis.edu
(815) 740-3403 | Toll-free: (866) 890-8331 | Fax: (815) 740-3822