



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 their financial commitment to you as a student at 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 the financial support.

The letter 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](mailto:advancement@stfrancis.edu)  
(815) 740-5047 | Toll-free: (877)-811-2586

## **Financial Aid Services**

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