

Instructions for Scholarship Thank You Letters

As a Florida State College scholarship recipient you are required to send a thank you letter to the person(s) who have funded the scholarship in which you are receiving. All thank you letters must:

- Be at least 100 words
- Be typed in 10-12 point font and double spaced (No handwritten thank you letters will be accepted)
- Express appreciation and gratitude for receiving the scholarship awarded (including but not limited to how and/or why this scholarship has been significant in your ability to attend school)
- All thank you letters should be mailed to

**Florida State College at Jacksonville
Attn: Scholarship Office, Room 205
501 West State Street
Jacksonville, FL 32202**

Please refer to the attached thank you letter template to see an example of how your thank you letter should be formatted. Once again, we would like to congratulate you on receiving this scholarship award and we wish you continued success!

Thank You Letter Template

_____ (Date)

Dear _____: **(i.e To whom it may concern, scholarship selection committee, or name of the scholarship donor if known)**

[Begin typing text here]

Sincerely,

(Signature)

_____ **(Typed first and last name)**