

Student's street address  
Student's city, state zip  
March 1, 2016 (current date)

The proper way to set up a letter in lieu of having letterhead stationery would be to include the sender's address (but not his/her name) here above the date.

Mr. Randall and Mrs. Sharon Smith  
123 Spartan Way  
Chicago, IL 60527-8128

Dear Mr. and Mrs. Smith:

Addressee information will change, depending upon which scholarship/award is being acknowledged.

We will supply (via email) the contact person and address information for your specific award (often with a c/o to the JMC Development Officer, so that we can maintain a copy for our records – we will then mail your letter to the donor).

If the recipient wishes to remain anonymous, you may use either of these as a salutation:

To Whom It May Concern:  
Dear Madison Alum: (if you know the donor to be a JMC grad)  
Dear Madisonian: (if you know the donor to be a JMC grad)  
Dear Donor:

{Paragraph 1 – State the purpose of the letter - to thank the donor(s) for the award/scholarship (be sure to include the full, specific award name)}

{Paragraph 2 – Your heartfelt words about the significance of this scholarship are highly meaningful to those who donate to student awards. Tell them about your significant JMC experiences thus far and/or what you hope to achieve at JMC, perhaps short term objectives/goals (career, personal, educational) and how you plan to use the award/scholarship.}

{Paragraph 3 – Tell them about yourself (perhaps how you got here) and your future long term goals (can be combined with above paragraph or expanded into a second or third paragraph)}

{Paragraph 4 – Summarize your gratitude for the award / how meaningful it has been for you to receive this gift /award/scholarship and the accompanying recognition}

Sincerely,

If the letter is handwritten, there need not be extra spacing here. If typed, the sender will sign above the typed name.

Don't forget to **sign your letter**.

Student's Name  
Anticipated Graduation, 2018 (or) JMC Graduation Pending 2017

Indicate year/semester of pending or anticipated graduation in place of a title.

It is understood that you are a student.

**BLOCK** letter style is usually the easiest layout - meaning there is no paragraph indention and everything begins at the left margin.

**Vertical** spacing is as shown - single-spaced paragraphs, double-spacing between paragraphs.

Extra spacing or fewer blank lines can go after the date for balance.