

Student's street address
Student's city, state zip
April 20, 2022 (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.

Cameron Thies, Dean
c/o Rocky Beckett, Development
James Madison College
842 Chestnut Road
East Lansing, MI 48825

Addressee information will change, depending upon which scholarship/award is being acknowledged. We now route ALL student acknowledgment letters through the JMC Development Office. We will supply you with the donor information for your specific award (most often with a c/o to the JMC Development Officer, Rocky Beckett, so that we can maintain a copy for our records and have a record of the letter's receipt. We will then mail your letter to the donor). Deans Awards will be addressed to Dean Thies in care of Rocky Beckett, and we will forward student acknowledgments to the JMC deans and donors. DO NOT submit your letter directly to Dean Theis.

If the letter's recipient wishes to remain anonymous or if there are multiple donors, 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:

Dear Dean Thies:

{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 the donor(s) 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 (MSU &/or JMC)) 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,

SIGN ← your letter here before submitting
(scan & attach back)

The sender will **sign above their typed name**.

Don't forget to actually **sign your letter** (no typed script font).

Student's Typed Name

Anticipated Graduation, 2024 (or) Graduation Pending 2022

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 and most formal 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 can go after the date for balance.