

Letter of Gratitude Instructions

As part of the requirements for receiving a Foundation Scholarship we ask that the students write a “Letter of Gratitude” to the donor.

Letters should be mailed to the Foundation and must be received by (Deadline date set by Foundation). Enclosed is a stamped self-addressed return envelope for your convenience.

Palm Beach Community College Foundation
4200 Congress Avenue, MS#20
Lake Worth, FL 33461

Letters can also be dropped by the Foundation Office, room CRA200 at the Lake Worth Campus. Evening students can place their letter in the drop box outside the Foundation Office.

To assist you in writing your “Letter of Gratitude” below you will find a sample letter. Please be as expressive as you would like. Our donors appreciate hearing from students.

Dear Donor:

As a recipient of the “ SCHOLARSHIP NAME ” I would like to thank you for your generosity. This scholarship has made it possible for me to continue my education so that I can better my future and achieve my goals.

One day I hope to be able to give back to future students just as you have graciously given to me.

Sincerely,

STUDENT SIGNATURE

STUDENT NAME (PLEASE PRINT LEGABLY)