

Suggested guidelines for creating a thank you letter:

- Greeting and your full name
- A gratitude statement such as "I'm sending this letter to thank you for".
- Add any of these details:
 - How the scholarship has helped you at KSC.
 - Your experience: classes, clubs, global trips, volunteerism, internships, etc.
 - Your plans or goals.

Important notes: The College shares your name and hometown with the fund contacts of your award. If you do NOT want your name and hometown to be shared with your fund contacts, please let us know (Advancement Division). We also use quotes from thank you letters for communications regarding student experiences or donations to support KSC students. Again, please let me know if you do not want your letter to be quoted.

Here are 3 sample letters.

Sample #1

Dear scholarship donors:

I want to sincerely thank you for the opportunities that my scholarship has provided me. I am in my final year at Keene State and reflecting on the experience. I would be in a very different and much more stressful situation right now without the help I have received. Last semester I was able to study abroad in Barcelona, Spain. I lived with a host mom and her seven-year-old son, studied at an international school for design, and was able to truly expand my world. This was one of the best experiences of my life. Through this experience I was able to make lasting friendships with many different types of people.

I am now back in Keene and living in an apartment with friends. I have continued my undergraduate research assistant with Dr. Jared Nelson. This semester I am working with him to conduct a review of Carbon Fiber, an innovative material that is often used in aerospace and automotive. I have combined this work with my Honors Capstone requirement. Overall, I am enjoying my last two semesters at KS.

Looking towards the future, I have begun the job search. I have been looking for process engineering and design engineering jobs in various locations. I am excited to continue this search and to learn more about the opportunities available to me in the next few months.

Thank you for all you have done and the support you have given to me,

Sample #2

Dear Generous Donors,

Thank you so much for assisting me in attending and experiencing Keene State College. Through your support, I've been able to serve as an Orientation Leader three years in a row, work with prospective students as a Student Ambassador for the Holocaust & Genocide Studies program, and connect with students and faculty by working for our Office of Student Diversity Belonging and Equity. I have been able to develop myself personally and professionally through various on campus organizations like WKNH, the Feminist Collective, and Delta Phi Epsilon. I have invested so much into my academics, my peers, and this community, and I owe it to your kind donation.

With gratitude,

Sample #3

Dear Donor,

My name is . I am a senior at Keene State College intending to graduate in May, . At Keene I major in sustainable products with a minor in sustainability. I have been involved in a few undergraduate and tutor positions at Keene. I started as a tutor for engineering fundamentals where I met with three students over the span of a semester. Then, I started an undergraduate composite research position under Prof. Jared Nelson.

This research has continued to be a great experience for my engineering career. I am working in a team on multiple projects, learning new software and improving my general engineering skills. I am excited to continue working with Prof. Nelson and the team for the rest of my time at Keene State College. Over the last summer of , I worked for INBRE under Dr.Habib. Under this biomedical research position, I worked on creating a user manual for a perfusion bioreactor that has been an ongoing project for past students. Under the INBRE position, we presented at the

Omni Resort at Mnt. Washington. At this convention, I presented my summer work as well as networked.

Over my time at Keene State, I have enjoyed all the resources the school has provided for me and my peers. The faculty and staff at Keene State are very supportive and have given me many opportunities that have taught me many new skills as well as improved my confidence to enter the workforce as an engineer. Before I leave the college, I plan on continuing my research with the hope of a publication. I am currently in my manufacturing enterprise capstone, where my group is manufacturing and marketing sustainable cork leather wallets.

As for my future career, I plan on staying in New England. I have a few companies and positions in mind in my home state, Massachusetts. This is with the thanks of the staff in the SPDI major, who have allowed us to go on many site tours, giving students a look into what positions and opportunities are in our area. Through my time here, I have

grown a lot but my goal and motivation has remained the same. I come from a family of 6. I am the youngest of triplets with a sister that is two years older than us. My brother is a plumber and both my sisters attend Massachusetts colleges for physical theory and Physiology.

My mother is a teacher in the city of , and my Father was a plumber who had a successful career with his own company as well as working for Logan airport. In 2017, my father suddenly passed away at the age of 48. Those were the hardest days of my life but also made me the person I am today. My mother is the strongest person I know and has pushed me to strive beyond what I thought I could ever be capable of. I am now on track to be the first of my four siblings to graduate college. I cannot express the gratitude I have for this scholarship. I am going to continue to strive to be a leader in this major and make an impact in this program and Keene as a whole.

Thank you and I would like to thank you in person if you be open to it.