Gibbons Family Scholarship
Rome Program Endowed Assistance Fund

Saint Mary’s is pleased to offer you the Gibbons Family Scholarship as part of your financial aid award. As the recipient of this named scholarship, you are required to write a thank you letter to express appreciation for providing these funds. Use the following format and information for your letter. Replace the italicized text shown in the sample with your letter and personal information.

Use This Format and Scholarship Information

Sally Student
123 Main Street
City, State, zip
Date

Gibbons Family Scholarship

Dear Gibbons Family,

Here in the body of the letter is where you can describe what receiving this award means to you. Refer to the Named Scholar Guide for useful tips. Use Word default spacing (1.15). DO NOT DOUBLE SPACE YOUR LETTER.

Sincerely, (or another closing)

Your Signature Here

Sally Student
Saint Mary’s College, Class of yyyy
SStudent@saintmarys.edu

Hand deliver or mail the final draft of your typed and signed thank you letter to The Financial Aid Office. The college will provide the envelope and postage to the donors.

Saint Mary’s College
Financial Aid Office
141 Le Mans Hall
Notre Dame, IN 46556

Thank you for your prompt attention to this request. If you have any questions or concerns please call or stop by our office.

NOTE: Scholarship funds will be credited to your account on the next billing statement following receipt and approval of your letter for the applicable aid year and semester.