

COLLEGE OF ARTS AND ARCHITECTURE
EXAMPLE OF SCHOLARSHIP NOTIFICATION LETTER

*Release of Information Form and Thank You Tips can be found at:
<http://artsandarchitecture.psu.edu/finance/scholarships>*

Date

Sally Smith
123 A Street
No Name, PA 12345

Dear Sally:

I am pleased to inform you that you have been selected by the Department of Integrative Arts to receive an Undergraduate Graphic Design Scholarship. This scholarship was established to recognize outstanding full-time students enrolled in graphic design in the Department of Integrative Arts who have achieved positive academic records. The award value and other information about your scholarship are provided below.

To receive this scholarship, you are expected to complete two items. First, please review and sign the enclosed Release of Information Form. Second, we ask that you send a thank you letter to the scholarship donor whose name appears below. Donors believe that both they and you are making a difference in the world. They are interested in hearing about you - your academic plans, activities, and career goals, as well as what this scholarship means to you. Enclosed you will find some general tips to help you compose your letter. Begin your letter by addressing the donor as Dr., Mr., Mrs., or Ms. and including the name of the scholarship in your first sentence.

The scholarship will be placed in your student account on hold status awaiting the arrival of your Release of Information Form and thank you letter. Please deliver or send these to the College's Development Office (address listed below) by **date (usually give 2 wks)**. The Development Office will forward your thank you letter to your donor.

Congratulations and best wishes for a productive and successful academic year.

Sincerely,

Bill Kelly
Department Head and Professor
enclosures

<i>Scholarship:</i>	Undergraduate Graphic Design Scholarship
<i>Award Value:</i>	\$1,422 (as long as full-time status is maintained, we will credit half of this amount to your student account in the fall semester and the remaining half in the spring semester)
<i>Years Available:</i>	One
<i>Write Thank You to:</i>	Mr. and Mrs. Edward J. Lauth
<i>Deliver/Send Thank You & Release Form to:</i>	Arts and Architecture Development Office 107 Borland Building, PSU University Park, PA 16802