

The following content and structural recommendations should be used as you develop your letter. Please write your letter as a MS Word document:

Date

Broward College Foundation
111 East Las Olas Blvd., 11th Floor
Fort Lauderdale, FL 33301

Re: Scholarship Name *(fill in this part.)*

Dear Benefactor:

1. First paragraph – Provide an opening expression of gratitude for this award. Tell us what this award made possible for you. Your remarks should be sincere and dignified.
2. Second paragraph – Provide information about your area of study, academic performance, honors and interests related to your field of study.
3. Third paragraph – Provide your career plans, dreams for your future and the steps you are taking to achieve your goals. Donors appreciate knowing you have well-defined plans for graduate study, professional training or employment.

Sincerely,

Your Signature

Your Name

Within one week of receiving this award notification, send your signed thank you letter to:

Broward College Foundation
111 East Las Olas Blvd., 11th Floor Fort
Lauderdale, FL 33301

Alternately, you may fax your letter to 954-201-7333 or scan and send your letter as an **attachment** to thankmydonor@broward.edu.

If the donor to your scholarship fund is still living, your letter will be forwarded. Your letter will also be shared with staff members of Broward College's Office of Advancement. Content from your letter may be used in publications designed to increase support of Broward College, and you may be contacted and interviewed for possible inclusion in promotional materials, videos and event programs.

Once again, congratulations!