



Dear Scholarship Recipient:

In your current USF Financial Aid Awards, you received a scholarship funded by a donor(s) who supports the University of St. Francis scholarship programs.

To finalize the requirements to receive this award, each student must submit a thank you letter to the Office of University Advancement that can be presented to the donor(s) thanking them for their contribution towards your educational pursuits. Please express yourself in your own words and relay the gratitude of their financial commitment to you as a student at University of St. Francis. Your words are very meaningful and will assist in the future support of students at USF. If you were awarded more than one scholarship, you are not required to compose several variations but rather submit a separate letter addressed to each scholarship donor.

Your completed and signed letter(s) should be submitted to the Office of University Advancement via the portal. Your contribution to this process will serve to benefit other USF students like yourself, now and in the future.

Contact University Advancement if you have any questions regarding the scholarship you received or the thank you letter requirements.

Sincerely,

University Advancement
advancement@stfrancis.edu
(815) 740-5047 | Toll-free: (877)-811-2586

Financial Aid Services
finaid@stfrancis.edu
(815) 740-3403 | Toll-free: (866) 890-8331 | Fax: (815) 740-3822