Thank you letters are a requirement of accepting a merit scholarship at The Music Settlement (“TMS”). Our donors appreciate receiving a thank you letter and want to know they are making a difference. Each student must write one (1) letter to each of their individual scholarship donors.

Inside this packet, you will find a personalized letter to you with the name of your scholarship fund(s), sample letters (see reverse), scrap paper and TMS letterhead. The following is a guide to help you write your thank you letter. This guide is only a resource. The most important thing is to be sincere.

TIPS ON WRITING YOUR LETTER(S)
- Write a separate letter for each of your scholarship funds.
- Handwritten letters are preferred. However, typed letters are also acceptable. If handwritten, please use a black or blue pen.
- Practice writing your letter(s) on the enclosed scrap paper. Write your final letter(s) on the enclosed TMS letterhead. Use the back side of the letterhead, if necessary.
- Address the letter(s), “Dear The Music Settlement”.
- State the full name of your scholarship fund.
- Mention your appreciation for the scholarship you received.
- Remember that the donor did not select you as the recipient, but provided the funds for the scholarship (e.g. “Thanks for making the Smith Family Scholarship possible...”).
- Make sure that you sign your letter(s) with your full name.
- Please check your letter(s) for proper spelling and grammar.
- Upon final inspection, make sure that your letter(s) has/have a clean and neat appearance.

WHAT TO INCLUDE IN YOUR LETTER(S)
- The name of your instrument and why playing music is important to you
- How long you have been playing your instrument
- Your TMS ensembles and/or programs
- Additional accomplishments and/or achievements (awards, prizes, etc.)
- Goals and aspirations
- Include a picture of you playing your instrument or at The Music Settlement (optional, encouraged)
- For young children, an adult can write the letter and the child can sign it and include a drawing.

SUBMITTING YOUR LETTER(S)
Please turn in your letter(s) by May 1st to Nikki Claverie – Administrator, Center for Music. You can turn in your letters to the Enrollment & Customer Service office, place them in Nikki’s office door (Burke Mansion, 2G) or in her faculty mailbox, located behind the Enrollment & Customer Service office.

Please do not fold your letter(s) or place it/them in a sealed envelope – envelopes and postage will be provided by TMS.

Questions? Please contact Nikki Claverie at 216-421-5806 ext. 188 or NClaverie@TheMusicSettlement.org.
SAMPLE THANK YOU LETTERS

Student’s Name: Example Student
Scholarship Fund: Example Scholarship Fund
Instrument/Program: Saxophone & Saxophone (J@MS)
Additional Scholarship Fund: Sample Memorial Scholarship for Violin
Instrument/Program: Violin (Suzuki)

COMPLETED LETTERS

Dear The Music Settlement,

I am sincerely honored to have been selected as a recipient for the Example Scholarship Fund. Thank you for your generosity, which has allowed me to pursue my passion and further my education of learning how to play the saxophone at The Music Settlement.

I have been taking saxophone lessons at The Music Settlement for the last two years. This year, I also started participating in the J@MS Program. I really enjoy the program and my instructors. I look forward to performing with this group and continuing to participate in the J@MS Program.

Thank you again for your thoughtful and generous gift.

Sincerely,
Example Student

Dear The Music Settlement,

Thank you for making the Sample Memorial Scholarship for Violin possible. Through your generosity, I have been able to pursue my passion and further my education of learning how to play the violin at The Music Settlement.

I have been taking Suzuki violin lessons at The Music Settlement for the last five years. Throughout my time here, my love for the violin has grown. It is my goal to continue to take lessons and nurture my talent so that I can one day play in a professional orchestra.

Thank you again for your thoughtful and generous gift.

Sincerely,
Example Student

Questions? Please contact Nikki Claverie at 216-421-5806 ext. 188 or NClaverie@TheMusicSettlement.org.