

Name
Department
Millersville University
Millersville, PA
17551

To whom it may concern,

I received a (Name of the award) in Fall/Spring of YEAR. I used these funds to DESCRIPTION OF THE ACTIVITY (e.g. conduct research in XYZ, present at a conference on ABC, purchase materials for MNO, etc.)

The research/creative activity/conference presentation I did focused on.....(2-3 sentence description of what you did and why it is important).

I appreciate the support you provide to MU students – the experience you helped fund was invaluable and will help make me a better researcher, scientist, artist, educator, etc. once I graduate and enter the professional world.

Thank you for your support of Millersville University and its students.

Sincerely,

Signature (real, in-pen signature)

Typed Name

Commented [RM1]: This can and should be short, For example:

I used these funds to take two field courses at the Chincoteague Field Station in July and August

Or

I used these funds to purchase supplies for my senior art show

Or

I used these funds to travel to the annual meeting of the American Anthropological Association and present a paper on Yap kinship.

Commented [RM2]: This elaborates on the activity you mentioned in the first paragraph. For example (from an actual letter),

The two courses I took at the Chincoteague Bay Field Station in Virginia were Biological Oceanography and Ichthyology. The courses were a great experience - From shark tagging to having to memorize 80 different fish by their common name, family, and species name, it made me realize all the hard work at Millersville is going to pay off.

Or

My senior show was a series of mixed media graphic installations that used materials drawn from everyday life, like copier paper, egg cartons and glass bottles to demonstrate how even the mundane can be exoticized when placed in the proper context.

Or

The paper I presented at the conference focused on the organization of Yap kin terms and, especially, how kin ... [1]

Commented [RM3]: This paragraph focuses on the impact the activity had on your education or professional development, etc. For example:

Taking courses at Millersville that do not pertain to my interests made me lose sight of exactly what I was going to college for. The course at Chincoteague refocused my interest in marine biology - they enabled me to get hands on experience and opportunities of a life time.

Or

The opportunity to imagine, create, and give meaning to something new is an artists job. Throughout my career at Millersville I have been able to do this but never on the scale that I did for my senior show. The opportunity to imagine and complete such a complex work has given me confidence to take on large projects like this. ... [2]