



**C Cranford
Campus**
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Cranford, NJ 07016
Phone: (908) 709-7500
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**E Elizabeth
Campus**
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Elizabeth, NJ 07016
Phone: (908) 965-6050
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**P Plainfield
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232 East Second Street
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Union County College Tips for Scholarship Thank You Letters

The Union County College Foundation depends on scholarship donors to fund a variety of scholarships, including the scholarship you have received. Our donors do so because they know how important a scholarship can be to a student.

You are required to submit a thank you letter to your scholarship donor letting them know how important their donation is to your success in College. Please follow the format shown below when writing your thank you letter.

123 Main Street
Cranford, NJ 07016
janeanndoe@email.com

January 1, 2020

Dear Foundation Scholarship Donor (please specify name of scholarship here):

Introduce yourself and include some information you want to share about your academic history and/or plans. You may also include here details about specific activities you are involved in at the College.

Share how this scholarship helps you achieve your education goals. Include information about graduation, transfer to a four year school, working in a field you love, or any other way in which this scholarship made a positive difference for you.

Sincerely,

Your name here

You can email your letter as an attachment to the Union County College Financial Aid Office at financialaid@ucc.edu, or you can mail it to:

**Union County College
Financial Aid Office
1033 Springfield Ave
Cranford, NJ 07016**

No federal, state, or institutional financial aid will be awarded to you until the verification process is complete.

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

Union County College is accredited by The Middle States Commission on Higher Education.

<http://ucc.financialaidtv.com/>

Financial Aid Office – financialaid@ucc.edu