Date

Address Block

Dear First Name,

Congratulations – you have been selected as a recipient of the(enter scholarship name), a component fund scholarship of the Northwest Minnesota Foundation.

Your scholarship award totaling (enter award amount) will be distributed to your college or university for you at the beginning of your second semester upon your submission of the following:

* Proof of successful completion of your first semester with a cumulative grade point of 2.0 “C” average or higher.
* Proof of your enrollment for the second semester.

More information will be emailed to your personal email in mid-December on how to upload this information to our online portal. No further information will be mailed to you. Please add *administrator@grantinterface.com* to your safe sender email list to ensure you will receive our email communication. It will be your responsibility to submit the necessary requirements in order to claim your scholarship by February 1, 2023.

This scholarship may be used for tuition and direct educational expenses. If you fail to meet the minimum grade point average your first semester, please contact our office. The selection committee may allow a grace period in which you can raise your cumulative grade point average to 2.0 “C” or above and have the scholarship distributed accordingly.

An important piece to accepting a scholarship award is writing a thank you note to the donor who has generously given their money to support the educational endeavors of students like you. We ask that you please write a thank you note to the donor at your earliest convenience and mail it back to our office. We will then pass the thank you onto the donor and/or scholarship selection committee. For tips on how to write a thank you note, please visit our website nwmf.org/scholarships/.

Again, congratulations and best wishes. If you have any questions concerning your scholarship award, please contact me.

Sincerely,

(e-signature)

My Name

My Title