

February 4, 2010

Cadet _____
P. O. Box 8XXXX

Dear Cadet _____,

Each year through the VMI Foundation, generous alumni and supporters of VMI make scholarship money available to deserving cadets based upon criteria established by the donor. In some cases, funds are allocated based on merit, whereas in others they may be based on need or by something as simple as the city and state from which the cadet matriculated. During this school year, you have been receiving support from the _____ Scholarship.

Although you may have done so during the first semester, it is necessary now for you to thank your benefactor for his or her support. We know that our donors expect to hear from the young men and women who receive their financial assistance. In many cases, friendships are established that endure for a lifetime and even lead to post-graduation employment opportunities. In any case, thanking your benefactor for their financial support is clearly the right thing to do and something that would be expected of a VMI cadet.

I ask that you send such a letter now. You might offer information about yourself, including your academic major, progress toward your degree, extracurricular interests, and aspirations for the future. Your benefactor's address is:

Mrs. XXX XXX
Address
City, State, Zip

On March 26, the VMI Foundation will host a luncheon to honor alumni and friends who have endowed scholarships and faculty chairs. For those donors who indicate that they will attend, we will also invite the cadet(s) or faculty member who are benefiting from the donor's generosity. If your scholarship sponsor plans to attend, we will notify you on or about March 8.

The Commandant and the Director of the Writing Center have agreed to facilitate this process again this year. Major Faust will be contacting you shortly to provide further information on when to write the letters and to whom you should provide copies for inclusion in the appropriate scholarship fund file. **Please do not write your thank-you letter until you have received guidance from the Commandant's office.**

Our sincere best wishes for continued success in the remainder of Academic Year 2009-2010. We are pleased that, through the VMI Foundation, you have received help in funding your education.

Yours in the Spirit,

Brian S. Crockett
Chief Executive Officer