

Student Name
Address
City, State, Zip Code
E-mail Address

Date

Donor Name
Company Name (*if applicable*)
Street Address (**college/department address**)
City, State, Zip Code

Dear Mr./Ms./Dr. Last Name: (i.e., Dear Ms. Jones: Dear Mr. Benally: Dear Dr. Young :)

1st paragraph – In this paragraph, convey to the donor your appreciation for the scholarship. In this paragraph be sure to include the name of the scholarship.

2nd paragraph – Here, briefly describe your goals (educational, extracurricular, post-graduation, etc.). Share how the scholarship can help you to better reach those goals.

3rd paragraph – Restate your gratitude for being chosen for the scholarship and express a commitment to continuing to be a worthy recipient.

Sincerely,

(Student Signature)

Student Typed Name