

[Date]

[Your Full Name]

[Address]

[City, State, Zip Code]

Dear [Donor Name or Name of Organization]

Use the first paragraph to state the purpose of your letter; thank the donor for being selected as a scholarship recipient.

Use the second paragraph as an opportunity to let the donor know a little about yourself. You may include facts such as your current major, club/organizations that you're participating in, any leadership roles, community service, etc.

Lastly, be sure to emphasize your gratitude for being selected as a scholarship recipient. Conclude your letter with a discussion about your goals, and how this scholarship has helped you get closer to your future aspirations.

Thank you,

[Your Hand-Written Signature]

[Your Printed Name]