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

Date

Donor Name (If no donor name is provided, leave this blank)
Scholarship Name

Dear Mr./Ms./Dr. Last Name: (Example— Dear Ms. Jones: Dear Mr. Benally: Dear Dr. Young: if no donor name is listed, please use To whom it may concern:)

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