# **SAMPLE LETTER**

Please type or neatly write this acknowledgement.

# [Date]

1. Generous Donor

555 12th Avenue NE

Wenatchee, WA 98801

Dear Ms./Mr. Donor:

I received the A. Generous Donor Scholarship for this school year and wanted you to let know how much I appreciate this support. I am paying for my education myself and this financial assistance is an enormous help this year.

My hometown is Moses Lake and I was encouraged to come to Wenatchee Valley College by my high school biology teacher. My mother and uncle are both college graduates and it has always been a dream of mine to follow their example.

This is my first year in college and I would have to say that both my greatest challenge and best success was completing my first quarter with honors.

Thank you again for providing this scholarship. It is because of your thoughtfulness and generosity that I am able to concentrate on my education without increased financial worries.

Sincerely,

Ima Grateful Student

Name of Scholarship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Paragraph One** *The opening paragraph should thank the donor and start the*

*letter.*

I have received a (name of fund) scholarship for this school year and wanted you to know how much I appreciate this support. I am paying for my education myself and this financial assistance is an enormous help this year.

# **Paragraph Two** *This paragraph could give some biographical information about*

*Yourself and your interests in your college courses.*

My hometown is Moses Lake, a small town in Eastern Washington.

I was encouraged to come to Wenatchee Valley College by my high school biology teacher. My mother and uncle are both college graduates and it has always been a dream of mine to follow their example.

## **Paragraph Three** *This paragraph could provide the donor with an experience you*

*have had in school, your greatest challenge and/or success, and*

*your plans after graduation.*

I am a first year student. Though I’m still adjusting to my rigorous class schedule, I have not lost my enthusiasm about the nursing program. My most challenging class so far, Chemistry has helped me discover that I have a strong interest in this area.

**Paragraph Four** *This paragraph should thank the donor again.*

Thank you again for providing this scholarship. It is because of your thoughtfulness and generosity that I am able to concentrate on my education without increased financial worries.

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