

[Date]

[Name of Scholarship]

Dear [Donor Name or Organization Name],

*First paragraph: State the purpose of your letter.*

I am writing to thank you for your generous \_\_\_\_\_ scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship.

*Second paragraph: Share a little about yourself and indicate why the scholarship is important.*

I am a \_\_\_\_\_ major with an emphasis in \_\_\_\_\_ and \_\_\_\_\_. I plan to pursue a career in \_\_\_\_\_ upon graduating from Ambrose University. I am currently in my first year and plan to graduate in the fall of \_\_\_\_\_. After graduation, I will attend \_\_\_\_\_ to earn my masters in \_\_\_\_\_. Thanks to you, I am one step closer to that goal.

*Third paragraph: Close by thanking the person again and make a commitment to do well with the "donor's investment."*

By awarding me the \_\_\_\_\_, you have lightened my financial burden which allows me to focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.

Sincerely,

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[City, Province]