

Your Present Address
City, State, Zip Code
Date Of Writing

Dear Mr. or Mrs. Donor:

1st Paragraph • Tell why you are writing; refer to the scholarship by its name as shown in your award letter.

2nd Paragraph • Talk about where you are from, year of study and your major. You may want to reveal why you chose to attend ISU. Point out your accomplishments, professional affiliations or organizational involvement.

3rd Paragraph • Close by sharing your goals and future plans. Be sure to thank the donor for their generosity in providing this scholarship and tell the donor how their support has made a difference.

Thank the donor once again.

Sincerely,

(Your Handwritten Signature)

Type Your Name