

SAMPLE 1

Date

Mr. and Mrs. John Donor

Street Address

City, State Zip

Dear Mr. and Mrs. Donor:

First paragraph: Explain why you are writing the letter. Be sure to identify your scholarship and that you are student in the [College/School] at Seton Hall University majoring in [MAJOR}.

Second (and possible third) paragraph: Tell the donor a little about yourself. You can briefly describe your research, any special programs or student organizations in which you participate, student projects, work experience, leadership experience, etc. You can also write about your plans after you graduate.

Closing paragraph: Thank your donor again for the scholarship and let the donor how much you appreciate their generous contribution to your education and the [College/School].
Sincerely,

Your Name Typed

SAMPLE 2

[Date]

Mr. and Mrs. John Donor
Street Address
City, State Zip

Dear Mr. and Mrs. Donor:

First paragraph: State the purpose of your letter.

For example: I am writing to express my sincere gratitude to you for making the [Name of Scholarship] possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

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

For example: I am currently majoring in Early Childhood Education with hopes of becoming an elementary teacher. The financial assistance you provided will be of great help to me in paying my educational expenses, and it will allow me to concentrate more of my time for studying.

Third paragraph: Close by thanking the person again and make a commitment to do well with the “donor’s investment.”

For example: Thank you again for your generosity and support. I promise you I will work very hard and eventually give something back to others, both as teacher and possibly a scholarship to future students like myself.

Sincerely,

[Type your name]

[Your address]

[City, State, Zip]

Sample 3

[Date]

Mr. and Mrs. John Donor
Street Address
City, State Zip

Dear Mr. and Mrs. Donor:

First paragraph: State the purpose of your letter.

For example: I am writing to thank you for your generosity in establishing the [Name of scholarship] scholarship. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship this year.

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

For example: I am a Biology major with an emphasis in physiology and anatomy. I plan to pursue a career in medicine upon graduating from Seton Hall University. I am currently a junior carrying 17 credits, and plan to graduate in the fall of 2017. After graduation, my first preference will be to join the first class at the Seton Hall School of Medicine, if not possible, my second preference will be to attend Columbia University to earn my medical degree. 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.”

For example: By awarding me the [Name of scholarship], 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,

[Type your name]

[Your address]

[City, State, Zip]