

[Date]

[Your Name]

[Postal Address]

Address your Donor.

Dear [Name of Scholarship Donor]

If you are not sure who the donor of your scholarship is, please refer to your Scholarship Offer.

State the purpose of your letter. (One paragraph)

Explain why you are writing this letter. Be sure to name your scholarship, the Course you are studying, where you are studying, and what year you are enrolled.

Share something about yourself, your goals, and indicate why the scholarship is important to you. (One – two paragraphs)

This is where you have the chance to share more about you. You can describe the reason why you have chosen your field of study, any programs or student organisations you are involved with, your work experience, your hobbies, personal successes you are proud of etc. You can even include your future plans after graduation.

Please also share how receiving this scholarship has affected you personally and how it has (or will) help you with your study and future ambitions.

Conclude by thanking the donor again. (One paragraph)

Show your gratitude by letting them know how much you appreciate their generous contribution to your education, and what their support means to you. You can never say thank you too much!

Sincerely,

[Your handwritten signature, where possible]

[Your Name, legibly printed or typed]

[Phone Number]

[Student Email Address]