

GUIDELINES FOR PREPARING LETTER OF APPRECIATION

Your local or home address

XXXXXX

XXXXXX

Scholarship donor name *OR CALS Scholarship Selection Committee. (Check instructions in Scholarship Central.)*

Dear _____:

Thank the donor for the scholarship that you have received, giving the name of the scholarship. Add a sentence or two describing what the scholarship means to you, e.g. helping to pay for college expenses, keeping you from the need to work or reducing the hours, allowing more time to participate in leadership opportunities, etc.

Provide the donor with information about yourself, e.g. where you are from, major, special interests, your future plans, etc.

A second brief thank you.

Sincerely,

Your name

Failure to submit your letter will result in a hold on your account. Please submit your letter via Scholarship Central by Friday, October 5, 2018.