



# Glencoe-Silver Junior-Senior High School

Independent School District #2859

*Proudly serving the communities of Biscay, Brownton, Glencoe, New Auburn, Plato, and Silver Lake*

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Date

Dear Person/Organization,

**FIRST PARAGRAPH:** State the purpose of your letter. Be sure to identify yourself as a student and give the name of the scholarship you received.

**SECOND PARAGRAPH:** Tell the donor a little bit about yourself and your background: where you are from, something about your educational background before entering college, possibly some activities you are/were involved in, and any experiences that led you to your choice of study in college.

**THIRD PARAGRAPH:** Tell the donor about your present situation. Mention your major and your area of study and what year you are in school. Include a sentence (or 2 or 3) about why you chose your major, what you love about the school or your instructors, what inspired you to come to college, why college is important to you, etc.

**FOURTH PARAGRAPH:** Tell the donor about your future plans - what do you hope to accomplish while in college and what are your future educational and career plans.

**LAST PARAGRAPH:** Tell the donor some details about how the scholarship award is/has helped you and lastly, say THANK YOU! Add a sentence or two that tells the donor how much you appreciate their generous contribution to your education.

Signature