

Your Name

Name of Scholarship

C/O [College Name]

[Address]

Re: The _____ Scholarship (Mention scholarship name)

Dear Mr./Mrs [Donor Last Name].

I would like to express my sincere thanks for receiving the [Name of Scholarship] and for your support of [College Name] and its students.

During my spare time, I volunteer at the Cancer Center of the University Medical Center where I tutor kids. These children are unable to attend their schools regularly because of their ailments.

Thank you for assisting me in to help me achieve my career and educational goals.

Sincerely,

[Your Name]