

Your Name  
310 Inner Campus Drive B7500  
Austin, TX 78712

[one blank line]

Date [format August 1, 2020]

[one blank line]

Donor name(s) [Donor Name as listed in your scholarship notification]

Donor address

Donor City, State Zip

[one blank line]

Dear [Donor Name as listed in your scholarship notification]

[one blank line]

In Paragraph 1, introduce yourself and state the purpose of the letter. Review our Thank-you Letter Guidelines for phrasing suggestions. For example: My name is Lucy Longhorn and I am writing to express my gratitude as a recipient of the *Caffé Medici Scholarship in Caffeine Consumption*.

[one blank line between each paragraph]

In paragraphs 2 and 3, specifically discuss your academics and any of the following: career goals, activities, organizations, or leadership roles. Review our Thank-you Letter Guidelines for helpful tips.

[one blank line between each paragraph]

In paragraph 4, connect your activities in paragraphs 2 and 3 to the scholarship support. Conclude the letter.

[one blank line]

Sincerely,

[four blank lines]

[four blank lines]

**Insert a clear, COLOR image of your signature**

[four blank lines]

Your Typed Name