SAMPLE LETTER

**[Senders Name]**
[Address line]
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**
[Address line]
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

Thank you for giving me the opportunity to proceed with my education through the scholarship you have granted me.

Rest assured that I will do well in my studies so you will not regret this wonderful opportunity you have opened up to me.

Sincerely,

[Senders Name]
[Senders Title] -Optional-

[Enclosures: number] - Optional -
cc: [Name of copy recipient] - Optional -