

Sample Scholarship Award Letter

Date

Name

Winner (Scholarship Name)

Address

City, State Zip Code

Dear Name:

CONGRATULATIONS on a job well done. You are a recipient of the 2004-2005 Hope Works Scholarship. Through your hard work and determination you have proven to be a student that Your Community Foundation wants to recognize and encourage to continue your educational effort.

This scholarship will be sent directly to the college listed on your application, indicating that it can be used for tuition, fees, or books, and should be treated as a scholarship of additional funds to you, not simply to “replace” other college funds given in your financial packet.

In order for the YCF to issue the first payment, you will need to contact the college you are attending to get a proof of enrollment. You can have the school send it directly to Your Community Foundation, P.O. Box 409, Morgantown, WV 26507-0409. This gives YCF the necessary verification to send the first payment to your college and for you to have use of the funds. After we receive the proof of enrollment for the first payment, the YCF will contact your college to verify enrollment for subsequent payments. Each time a payment is made you will receive a copy of the check and the letter that was sent to your college. Payments will be made in early August and January. This scholarship is a four-year (eight semesters) award, payable in \$750.00 increments each semester, contingent upon your verification as a full-time student. If you have any questions, please feel free to contact the YCF office at 304-296-3433 or at ycfwv.org

Your Community Foundation wishes you continued success throughout your college career and on.

Sincerely,

Grants and Scholarships Committee representative

Title

Your Community Foundation

