

EXAMPLE #1 (Typed, Formal Letter)

January 20, 2022

Dear Friends of SCC,

Thank you for your generosity in supporting the Academic Excellence scholarship at SCC. I am a 2nd semester student in the Business Administration program, as well as the mother of three children. Your scholarship will help me purchase the required textbooks for my classes, and cover other expenses associated with being a student.

In addition to classes, I am also involved with Student Senate at SCC, and hope to become active in local, community government upon graduation. SCC has provided the educational experiences that will help me achieve my professional goals, as well as created opportunities for personal growth. I couldn't be happier with my selection of SCC for my higher education.

Thank you again for your generous support!

Sincerely,

Linda Flynn-Fletcher

Linda Flynn-Fletcher

EXAMPLE #2 (Handwritten, Informal Note)

Dear Dr. Huck and Family,

It is a privilege to be selected as the recipient of the Huck Family Scholarship. Thank you for your generosity. I will be completing my final semester at SCC this Spring, and am looking forward to graduation in May. Your donation made it possible for me start this final phase of the AUTT program with less financial stress, and be able to focus completely on my classes. SCC has given me a great education, and I can't wait to put my degree to work.

Thanks again!

Ken Miles