

Date

Your name

Your address

Name of Scholarship

1201 W. University Drive

Edinburg, Texas 78539-2999

Dear Scholarship Donor,

[First Paragraph: Explain why you are writing this letter. Be sure to identify scholarship and what school or program you are in at The University of Texas Rio Grande Valley.]

[Second Paragraph: Tell the donor a little about yourself. You can briefly describe your research, any special programs or student organizations in which you participate, student projects, work experience, leadership experience, etc. You can also briefly write about your goals and future plans after you graduate.]

[Closing Paragraph: Thank your donor again for the scholarship and let the donor know how much you appreciate his/her generous contribution to your education. Let the donor know you will be a good steward of his/her "investment."]

Sincerely,

Your name

Your student ID number