Recipient Full Name
c/o WWU Awarding Department
516 High St
Bellingham, WA 98225

Your return address should be your full name C/O the department which awarded you the scholarship.
There is no need to include your personal contact information, unless you elect to do so. Please do not include your W#.

Month DD, YYYY

The date should be in full written format, ie, May 5, 2014

Donor Full Name
c/o WWU Awarding Department
516 High St
Bellingham, WA 98225

The Donor's address should be their name C/O the department which awarded you the scholarship.

Dear Donor Full Name:

Please make sure the donor's name appears exactly the way it is listed on your award letter.

As a recipient of the Scholarship Name, I am writing to thank you. …….

In Paragraph #1, please include the full name of the scholarship you have been awarded as it appears on your award letter. There is no need to include the award year or the amount of the award.
This letter is about YOU!

I am from Olympia and graduated from Olympic High School in 2012……..

In Paragraph #2, introduce yourself to your donor. Some ideas include: where you are from; where you went to high school; extracurricular activities; awards, accolades or achievements; volunteer work; travel opportunities, etc.

I was incredibly excited to be accepted to Western to pursue my passion for Environmental Science…. I am currently finishing my sophomore year and I am looking forward to….

In Paragraph #3, tell your donor more about your experiences at Western. Some ideas include: what brought you to Western; what you have enjoyed about being here; why you chose your major; positive experiences you have had in the classroom with professors and peers; career and/or additional educational aspirations, etc.

Thank you again for your generous contribution. It is such an honor to receive recognition like this and inspires me to work as hard as I can here at Western and to someday give back……..

In Paragraph #4, talk about how the scholarship will impact you. Some ideas include: how you felt when you received your scholarship; how it will make a difference for you. Your closing sentence should reiterate your sincere/heartfelt appreciation.

Sincerely,

Type your Full Name, leaving space for your hand written signature here.

Recipient Full Name