

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
Name		Address Line 2
		City, State Zip Code
Address Line		
City, State Zip Code		

Re: Scholarship Award – Check Enclosed

Dear :

Congratulations for being the {Name of Scholarship} recipient. We are proud of your accomplishments and know that you will do many great things. Enclosed is a check in the amount of \$.

Once again, congratulations and best of luck in your future.

Sincerely,

N A M E