

First Last

1234 West Muppet Street
Calistoga, CA 94515
imgreat@gmail.com
707 555-1212

May 31, 2016

Mr. Joe Donor
Generosity, Inc.
1234 Scholarship Drive
Calistoga, CA 94515

Dear Mr. Donor:

Paragraph #1: State the purpose of your letter.

Paragraph #2: Share a little about yourself and indicate why the scholarship is important.

Paragraph #3: Close by thanking the person again and make a commitment to do well with the “donor’s investment.”

Sincerely,

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