

Your name (First and Last)
Your Street Address
City, State, Zip code (No abbreviations)

Date
(Usually three lines of space)

INSERT YOUR PICTURE BELOW



SECTION BELOW WILL BE FILL OUT BY DONOR RELATIONS

Addressee's Full name (Donor who awarded scholarship)
Addressee's Title (Ex. "Scholarship Committee Member")
Name of Scholarship
Name of Company (Group that awarded the Scholarship)
Company Street Address
City, State, Zip Code (No abbreviations)

Dear (Name of Scholarship Donor or Name of Scholarship Selection Committee):

First Paragraph: State your name, and mention that you are the recipient of the (name the specific award you received) at Laredo College and your appreciation for their generosity.

Second paragraph: State what year you are in, and your major, and talk a little about yourself. Make it personal for the donor.

Third Paragraph: State what your future goals are and how this award will help you achieve them.

Sincerely,

(Your signature goes here)

(Three Lines of Space)

Your full name typed

Please submit your complete "THANK YOU LETTER" in a Word document to donors@laredo.edu. Once it has been received and reviewed by our office, we will contact you for you to come to the office and sign the letter.