

October 10, 2017  
Jane J. Jones  
17 Jones Street  
Kingston 16, Jamaica  
your.email@youruniversity.edu  
(876) 321-4567

Donor's Name.  
223 Their Address Street  
Someplace, Kingston 10  
Dear Ms. Donor:

My name is *Your Name* and I am a 2017-2018 recipient of the *Name of the Scholarship/Awards undergraduate/graduate* Scholarship. I was honored to receive this scholarship and I am grateful for the opportunities it will provide me.

As a *high school/college* student from *Name of community/parish*, I always dreamed of going to *name school* and becoming an *academic qualification (Ex. Accountant)*; but because my parents didn't go to college, I was never sure a University education would be possible. I've been at *Name of school* for *number of years if applicable* now and I am realizing my dream every day! Through my *name of major*, I've been able to work directly with faculty and researchers in *type of settings* right here on campus. I'm also involved in the *name of club is applicable* where I get to interact with other students planning a career in *field of study*. I plan to graduate in *month and year* and hope to continue my education at *graduate level school if applicable*.

Without a doubt, this scholarship will play a key role in achieving my educational dreams. Because of your generosity, the financial burden placed on me to pursue my education will be reduced. That means I can spend more time on my studies, research and extracurricular activities and less time worrying about my finances.

Thank you for your investment in *name of school* and the futures of students like me.

Sincerely,  
Jane J. Jones  
*Name of Scholarship* recipient 2017