

Mr. John H. Smith  
c/o Office of Donor Relations  
Ithaca College  
953 Danby Road  
Ithaca, NY 14850

Dear Mr. Smith, ← Use the proper salutation when addressing the reader.

My name is Melinda Dawson and I am writing to you because I am a recipient of the George H. Jones Scholarship, and I wanted you to know how grateful I am for your generosity. ← Introduce yourself and tell the reader why you're writing – to thank them!

I am a junior Business Management major with a minor in Environmental Studies and Spanish. I am also very involved in the Net Impact chapter at Ithaca College. Net Impact is a network of students dedicated to creating a more sustainable business world. We have community service projects, host speakers on sustainability, and further compost education on campus. ← Let the reader know your major / minor and extracurricular activities you are involved with that add to your education. Describe your activities because the reader might not know what it is!

After I graduate, I hope to work in an aspect of sustainable business or international business, or a combination of the two! I also spent a semester in Argentina last year and was able to immerse myself in Spanish. I feel confident now that I can incorporate my language skill into my future job. ← Talk about what you might want to do after you graduate and why.

I love Ithaca College. I chose it because of the business program as well as the championship-winning swim team. The support of my teachers and coaches means the world to me, and I've made friendships I am sure will last beyond my time here. This is also one of the most beautiful places I've ever been. I'm from New York City, so I especially appreciate the serenity the campus and the surrounding area have to offer. ← Give a little more personal information about yourself. Where are you from? How do you like Ithaca College or the town? What's your life like here?

Thank you for helping to make this possible for me. My sister and I are both in college, so you can imagine the financial burden that puts on our family. My parents have always been supportive of us, and have done everything they can so we can go to the colleges of our choice. This scholarship relieves some of the financial pressure on my family, and I am grateful for that. ← Tell the reader what this scholarship does for you and for your family. How does this scholarship make your life better? What does it mean for you to receive it?

Thank you for helping me to continue my education at Ithaca College! It means a lot to me to know that there are people out there who are committed to helping a student follow their dreams. I hope someday I can pay this gift forward. ← Conclude your letter with gratitude.

Sincerely,

Melinda Dawson