

## Sample Letter

John Doe  
123 Studios Place  
Baltimore, MD 21201

January 1, 2014

Ms. Constance Givemore

Dear Ms. Givemore,

Thank you for selecting me to receive the 2014 Constance Givemore Presidential Merit Scholarship. Your generosity means I can afford to finish my degree without burdening myself with student loans.

I grew up in the City of Baltimore, where I attended W.E.B. DuBois High School. I first visited Frostburg State University during a summer robotics program in 2012. Working with the dedicated professors and FSU students at the program, I started to believe I, too, could earn my college degree. When I returned to my high school, I challenged myself to improve my academic performance. By the summer of 2013, when I graduated, I applied to FSU and was accepted!

I will be starting classes this spring and have declared a Computer Science major. I plan to join the Physics and Engineering Club, the National Society of Leadership and Success, and hope to join Upsilon Pi Epsilon (our computer science honor society) as long as I can make the grades! After I graduate, I would like to start a business in Baltimore teaching disadvantaged city students how to use computers for work and research, to better prepare them for college and the business world.

Thank you again for founding the Constance Givemore Presidential Merit Scholarship. Awards like yours make it possible for students like me to earn our degrees and make the world a better place!

Sincerely,

A stylized, handwritten signature in black ink that reads "John Doe". The script is elegant and cursive, with the first letters of the first and last names being capitalized and prominent.

John Doe