

Inside return address:
Street or P. O. Box number
City, state, ZIP code

Donor name
Name of company
Street Address
City, State, ZIP code

Dear (name the individual who established or is responsible for the fund):

Thank you for your generous award from the (donor/organization name) scholarship program. Your support has been essential to realizing my goal of graduating in (term and year) with a bachelor's degree in (name your field of study).

My family moved to Minnesota from Ukraine fifteen years ago. As an immigrant, I cherish the opportunities that living in this country offers to me. After graduating from high school, I decided to study international relations with a focus on economic development issues. This semester I am also gaining valuable experience through an unpaid internship at the U. S. Department of Commerce International Trade Administration at the Minneapolis Export Assistance Center. Because academic success is important to me, I have worked hard to graduate from the University of Minnesota summa cum laude.

For the majority of my time in school I have worked full time to support myself, while contributing to the support of my three siblings. Your scholarship allowed me to reduce my work schedule to 20 hours a week in order to maintain my grades and accept the internship in my last semester at the University of Minnesota.

Again, thank you for your award. I hope to one day help others, as you have helped me when I needed your financial support.

With gratitude,

(Your signature)
(Your first and last name)