

[Date]

[Type your name]  
[Your Street Address]  
[City, State, Zip]

[Name of Benefactor]  
[Name of Scholarship]

Dear [Name of Benefactor],

**[Body of Letter: 3-4 Paragraphs. Include the following information:**

- Express your appreciation for the donor's commitment to supporting scholarships for SD Mines students. Be sure to include the name of the scholarship award in your letter.
- Share how this award enables you to further your college education.
- Tell the donors about:
  - ✓ Yourself
  - ✓ Your family
  - ✓ Where you are from
  - ✓ Why you chose to attend SD Mines
  - ✓ Include what year you are in school (Freshman, Sophomore, Junior or Senior) and your expected graduation year
  - ✓ What you have been learning (or hope to learn if this is the initial award year) in the classroom and how you have been able to put that learning into practice outside the classroom.
  - ✓ Your goals for the future
- Reiterate your appreciation for being the recipient of this particular scholarship.]

Sincerely,

[*Sign your name—**physical signature** via digitally signing on a tablet or print and sign*]

[Type your name]

[Email and/or phone number: *optional but encouraged*]

