

Jane Doe  
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[name of scholarship received] *separate letter required for additional scholarships*

**PARAGRAPH 1:**

[Intro that includes your name, major, hometown, involvement and interests]

**PARAGRAPH 2:**

[Personal stories related to your academic achievements, obstacles, etc.]

**PARAGRAPH 3:**

[Statement of appreciation (naming specific scholarship) that includes how you will utilize the funds and how the award supports your future goals (i.e. career goals)]

Sincerely,  
Jane Doe