

***This letter is meant to give you an idea of what you might say in your donor letter; please use your own thoughts and words.**

Dear (donor's name),

I would like to take this opportunity to thank you for your generosity in funding the (*name of scholarship*). I am very honored to be a recipient of this award.

I am currently a freshman majoring in secondary education. My goal is to complete my degree at Tennessee Tech University and then teach high school Spanish and English right here in middle Tennessee. I am also considering pursuing a master's degree in either Spanish or English.

While attending school, I have been involved with the Future Teachers of America and the Lambda Lambda service organization. We provide tutoring and mentoring on a weekly basis to two elementary schools located near the university campus. I have also helped organize three campus blood drives and a winter coat collection.

Receiving this scholarship motivates me to maintain my high GPA and complete my degree. I look forward to being able to give back to my community once I begin my career teaching. I thank you for your confidence and willingness to help me achieve my goals.

Sincerely,

(Your first and last name)