**LETTER TEMPLATE**

**THANK YOU LETTER FOR INCOMING FRESHMAN**

**[Donor's Full Name]**

**[Date]**

Dear **[Donor Name],**

Begin by explaining why you are sending the letter and thanking the donor. Be sure to include the name of the scholarship. I am writing to express my sincere gratitude to you for make the **[Name of Scholarship]** possible. I was pleased to be selected as a recipient for 20XX-20XX and am deeply grateful for your support. Share something about yourself, your goals, and why the scholarship is important to you.

Beginning this coming fall, I will be a freshman at UIC **[or UIUC or UIS]** in the Urban Education program in the College of Education. Besides my parents, the one person that I feel most influenced me as I was growing up was my sixth-grade teacher. After graduation, I would like to find a teaching position where I have a chance to make a similar difference in the lives of children.

Conclude by thanking the donor again and re-stating your hopes for the future. My educational pursuits would not be possible without the generous support from your scholarship. Thank you for enabling me to pursue my dreams.

With gratitude,

**[Your Name]**