



FISHER COLLEGE

Office of Financial Aid

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Sample Scholarship Letter

This letter provides a sample format to apply for private aid assistance. Of course, you must first identify foundations and organizations which offer such assistance well in advance of any application deadlines. You can get help finding the names and addresses of private aid sources by conducting a scholarship search on the Internet, visiting your public or school library, or talking with your guidance counselor about available scholarships in your community. Once you have obtained the organization's contact information you may revise this sample letter, as needed, for your own purposes.

Organization Name

Street Address

City, State and Zip

Date

Dear Scholarship Committee-*or use the name of the person you are addressing,*

First Paragraph- identify what you are applying for

I am applying for (Name of Scholarship) because (your reason for applying).

Second Paragraph- explain your goals

I want to pursue a degree in (major) because (describe your interest and goals).

Third paragraph- talk about yourself, including what the scholarship committee wants to know about you

Tell about your important life experiences, your activities, your contributions within your community or place of worship, and what you have learned from these experiences. Explain any responsibilities you have had or awards you have received. Be sure to answer any questions the scholarship committee wants to know about you.

Fourth Paragraph- summarize how you have met their requirements

I have met all of the qualifications and have included (list items, if any, you are attaching, where applicable). Add any other information they have requested, such as names of references and contact information.

Sincerely,

Your Name

Your Address

Your City, State, Zip Code

Your Phone

Your Email Address