

Scholarship Letter

Using business letter format, write a four-paragraph letter about your goals, achievements, and community/school involvement. This introduces you to the donors and committee. This letter can not be longer than one page or smaller than 10 point font.

Box #####
Fort Nelson, BC V0C 1R0
Email address

Your mailing address goes here

Use your personal email

May 10, 2025

Date you submit

Re: Write the name of the scholarship

(Be sure to change each time)

To The SD81 Scholarship Committee,

(Be sure to change each time)

In this paragraph, state your education and career goals. Include your current grade point average, where are you going to school, and what you are taking, and be sure to state what your current status is: applied, accepted, wait-listed, taking a gap year, etc.

In this paragraph, choose one or two community activities you have listed on your scholarship resume and discuss your role(s) and what you learned along the way specifically from your involvement.

In this paragraph, choose one or two school activities you have listed on your scholarship resume and discuss your role(s) and what you learned along the way specifically from your involvement.

This last paragraph is for additional information you wish the donor to have about you. Also, be sure to address any criteria that are specifically asked for but that you have not addressed in the letter so far.

Close by thanking the donor for their consideration.

Sincerely,

Closing

Space for your signature

Be sure to sign each letter.

Your full name

Your Name