

MODEL LETTER OF APPRECIATION

Greetings,

My name is *(insert your name)* and I am a recipient of the *(insert name of scholarship)* for the 20XX-20XX academic year. It is an honor to be selected to receive this scholarship.

I want to personally thank you for your contribution. *(Explain why the scholarship is important to you.)*

Your generous support of higher education and students such as me is both commendable and appreciated.

Sincerely,

SIGN YOUR NAME

(Insert your name for reference)

Suggestions and Reminders

Considering the limited scholarship funding available to students, you are placed in a highly honorable position by receiving this scholarship.

Your Letter of Appreciation:

- must be **typed**.
- should be **grammatically accurate (spelling and punctuation)**.
- should be **personalized**, i.e., include your major and career plans and/or explain something unique about yourself

It is advisable to use standard word processing tools to assist you with your letter, and to have others review your letter before submission.

Letters using only the above sample verbiage or requiring grammatical revision will be rejected.

Funds for your scholarship will not be released until an acceptable Letter of Appreciation is submitted as instructed.

Questions? Email scholarships@unt.edu
