

SAMPLE LETTER #1: SCHOLARSHIP

Date

Dear UCI Town and Gown,

I would like to take this opportunity to thank you for your generosity in awarding this scholarship to me. I don't believe that I will adequately be able to put into words how much receiving this scholarship means to me. I have high aspirations of becoming a child psychologist, marriage and family counselor, or perhaps a social worker in the near future. Because of your scholarship my financial needs have been lessened. Now I am in a financial position to quit my demanding job and focus entirely on school. I am sincerely appreciative, and I hope that you know that I will continue to work towards earning good grades and future honors. I will work very hard to make you proud that you awarded this honor to me.

As a transfer student I was very nervous and excited to start UCI, and after my first year I have found that I am very comfortable at UCI. I enjoy working with the professors, graduate students, and my fellow peers very much. I have enjoyed assisting Dr. Greenberger with her research on adolescents, and I look forward to upcoming research projects. I plan to apply for the Psi Chi organization this next year as well as become a member of the psychology and sociology clubs. I want to begin doing more volunteer work, and hopefully I will find a position working in the field of psychology. I have applied to be a mentor this next year and I am looking forward to working with a professional in my field. I just got back from the summer camp that I have been a part of for 17 years and had a wonderful week with the children there. I look so forward to the day when I am working to change or hopefully to improve as many children's lives as I possibly can.

Once again, thank you so much for your generosity.

Sincerely,

Jane Doe
2002-2003 Town and Gown Award Recipient

SAMPLE LETTER #2: SCHOLARSHIP

Date

Dear Sir or Madam:

I would like to express my gratitude to the donor of Jean Aldrich Scholarship for the 2005-2006 school year. This generous scholarship will help me overcome my financial difficulties to fulfill my studies. It will also help me achieve my educational goals in computer science and medicine. Presently, I am participating in a summer research program at the National Institute of Standards and Technology in Maryland (NIST). So I am sorry that my thank you letter has not been sent to you earlier. It took some time for me to receive the forwarded letter which informed me of the awarded scholarship and of the donor family. I hope you will forgive me for being late in response.

I immigrated to American in 1997 and my major is Information and Computer Science. My specialization is software engineering and I like to write application software for medicine and for science fields such as physics, chemistry. Last year, I participated in a space mission design project for Caltech. This summer, I am developing a user interface for a computer program in Fortran at NIST, which relieves fire research scientists from the burden of manual calculating and makes their data analysis much easier. In general, I hope my program will contribute somehow in decreasing the loss of fire fighters from burn injury.

In my free time between classes at UCI, I work as a volunteer at the UCI Health Center, in the medicine department. I hope in the future I will have the opportunity to write programs to help doctors in diagnosis and in research.

However, coming from a low income family, I could not have done all the above things if I had not received any financial support from persons like you, whose generosity and kindness are great encouragement to my efforts. On behalf of all the students who are trying to overcome difficulties to achieve their dreams, I would like to thank you again for all you have done for me and I wish God bless you and your family.

Sincerely yours,

John Doe
2005-2006 Jean Aldrich Scholarship Recipient