123 Student Way

Atlanta, GA 30310

August 21, 2016

Jane Doe, M.D.

Funders Foundation

222 Funder Street, Suite 222

Funder City, GA 30333

Dear Dr. Doe:

**Paragraph 1: Use your own words**

* If the donor is a **company or foundation, write** “I am writing to thank the **Funders Foundation** for the scholarship that I received.”
* If the donor is an **individual**, write, “Thank you for the ABC scholarship I received.”

**Paragraph 2: Tell the donor about yourself in the 2nd paragraph.** Tell them about you (i.e., class year, careers goals, area of specialty or interest, etc.).

**Paragraph 3: Close the letter, if you’re ready, in the next paragraph.**  Write anything else that you want to add and close the letter by thanking the donor.

Sincerely,

Janice Doe

Class of 2016