

John Smith  
UMass Lowell Scholarship  
Plastics Engineering  
Spring 2023

Dear Mr. Williams,

State the purpose of your letter and include the full name of scholarship. Do not reference the amount of your scholarship award.

Share a little about yourself and indicate why the scholarship is important to you and your academic success. Remember to be clear, concise, and professional. Don't be afraid to show your unique personality and express enthusiasm! Help the donor to understand who you are and how their gift is going to impact your future.

Close the letter by thanking the donor again and make a commitment to do well with the donor's investment.

Sincerely,  
John Smith



(Sample photo)