

This template MAY be used in preparing a letter to accompany scholarship applications.

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[ADDRESS]

Dear [COMMITTEE MEMBERS]:

**FIRST PARAGRAPH** [use *Block* format: do not indent paragraphs; left-justify and double space between single-spaced paragraphs]

➤ Introduce yourself and briefly outline your educational and career goals. Be sure to identify your intended program of study, the institution you plan to attend, and your start date. Also indicate if you have been accepted into a program.

**SECOND PARAGRAPH**

➤ Briefly summarize your academic achievement (general achievement level, major awards, honour rolls etc.)

**THIRD PARAGRAPH**

➤ Briefly summarize your school involvement

**FOURTH PARAGRAPH**

➤ Briefly summarize your community involvement.

**CLOSING PARAGRAPH**

➤ Thank the committee for considering your application

➤ Any closing thoughts

Yours truly,

[Leave four spaces here to *sign* your name in ink]

Type your full name here