[Date]

[Donor’s Full Name as Listed on Award Letter] or [Vice Provost Steve Hanson - for general International Student Scholarship]  
c/o Office of International Students, Scholars, and Programs  
Reves Center for International Studies  
William & Mary

Dear [Donor name – use the appropriate salutation such as Dr., Mr., Ms.,] or [Vice Provost Steve Hanson - for general International Student Scholarship]

**1st paragraph – State the purpose of your letter**

I am writing to thank you for the [name of scholarship]. I am honored to receive the scholarship and am deeply appreciative of your support.

**2nd paragraph – Share something about yourself and indicate the impact of the scholarship**

I am a sociology major with a minor in Educational Studies. I am currently a junior and am beginning to explore graduate programs in Higher Education Administration. At this point, my goal is to pursue a career in international higher education.

Thanks to your scholarship, I was able to attend my first professional conference – the regional NAFSA: Association of International Educators conference in Richmond, VA. Using part of my scholarship, I was able to enroll in a pre-conference workshop titled “Breaking into the Field of International Higher Education.” Since it was my first conference, I felt nervous, however, it was so inspiring to meet other students and professionals who share my interests and passion. Attending the workshop helped me to think about my career options and plan for the future.

**3rd paragraph - Conclude by thanking the donor again and re-stating your hopes for the future.**

Thank you for supporting international students like me at W&M. Your generosity has inspired me to help others and I hope to give back to other students, just like you gave to me.

Sincerely,

[Your Signature]

[Your Name]