[Date]

[Name of Scholarship] Donor  
University Office of Scholarships and Financial Aid  
University of Utah   
201 S 1460 E, Rm, 105  
Salt Lake City, UT 84112   
  
Dear [Name of Scholarship] Donor,

State the purpose of your letter.   
As a recipient of the 2015-2016 [Name of Scholarship], I wanted to thank you for funding this scholarship.

Share something about yourself, your goals, and indicate why the scholarship is important.I will be a junior majoring in journalism here at the University of Utah this fall and I am on track to graduate Spring 2017. My goal is to become an investigative reporter for one of the major television networks. Currently, I am a news reporter with the Utah Daily Chronicle and volunteer 20 hours a month at Primary Children's Hospital. I also work 30 hours a week to help fund my education. Thanks to this scholarship, I will be able to reduce my work schedule and focus more on my studies.

Conclude by thanking the donor again.  
Thank you again for your investment in the University of Utah and students like me. I hope to give back to the university someday and help a student reach their educational goals with a scholarship.

Sincerely,   
[Add your signature]  
Your Name