



GUSTAFSON & GOUDGE, INC

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SAMPLE LETTER

First, Last Name, Contact Address Phone Number

Date

Dear Scholarship Selection Committee:

My name is (full name) and I am applying for the (Gustafson & Goudge, scholarship). I am . . .

(Use this paragraph to tell your reader basic information about yourself and why you are applying for this particular scholarship. Use simple, direct statements. Tell them about you, your family, your background and anything else that may be of interest to your recipient.)

During my high school years I . . .

(Use this paragraph to tell the reader about some of the classes you have taken and your extra-curricular clubs, sports, and activities. Mention your hobbies, outside interests and any job or volunteer experience that you may have. You may want to mention any valuable experience you have gained from a particular volunteer effort.)

After I graduate from high school I plan to . . .

(Use this paragraph to tell your reader about your plans for the future, as they apply to the scholarship. Are you going to go seek a job? Are you going to go to college? Most importantly, describe why you need the scholarship money. How will this scholarship help you? Have you received other scholarship funds already?)

Thank you for considering my application...

Sincerely,

(Sign your name)

Print Name