

Dear *Mr. or Ms. or both Mr. and Mrs.* **{INSERT SCHOLAR PARENT NAME(S) WITH CORRECT TITLE LISTED PREVIOUSLY}**:

{CHOOSE NEXT SENTENCE FROM ONE OF THE FOLLOWING OR PERSONALIZE YOUR OWN THANK YOU}

I am writing this letter in appreciation for your tremendous contribution to my education.

I wanted to write this letter of thanks to show my great appreciation for your investment in my education.

This letter is being written to express my gratitude for your wonderful contribution towards my education.

First and foremost I want to thank you for contributing your time and hard earned money into my education.

I would like to take this opportunity to express my heartfelt thanks to you for your contribution to my education.

{CHOOSE NEXT SENTENCE FROM ONE OF THE FOLLOWING OR PERSONALIZE YOUR OWN SENTENCE TO EXPRESS WHAT THIS CONTRIBUTION MEANS TO YOU}

The fact there is someone whom I have never met that cares deeply for my education and future is very motivating and touching to me.

Generous gifts from donors like you provide the financial and moral support needed to continue my education.

{SECOND PARAGRAPH HERE, NO INDENTION} I am currently a **{FRESHMAN OR SOPHOMORE}** student at Carl Albert State College, and my major is **{INSERT MAJOR}**. I realize you place high expectations for me to perform well in my classes, as well as participate in student leadership activities, clubs, and organizations on campus. You may be pleased to know that I have already become involved on campus, and in the community.

Upon graduation from CASC, I plan to attend **{UNIVERSITY/INSTITUTION YOU PLAN TO TRANSFER TO AFTER CASC}**, and complete a bachelor's program of study. **{YOU CAN ELABORATE ON YOUR FUTURE PLANS HERE}**

{THIRD PARAGRAPH HERE, NO INDENTION} Thank you again for your extraordinary gift to my education and to Carl Albert State College. Your giving has enabled me to pursue my dreams, and I hope someday to return the favor. I look forward to **{MEETING/SEEING/VISITING WITH}** you at the upcoming Carl Albert State College Adopt-A-Scholar Reception.

Sincerely,

{SIGN YOUR NAME HERE}