



**Kiwanis**  
International Foundation

SAMPLE SCHOLARSHIP PAYMENT COVER LETTER

**Reference:** The following letter is providing as a reference for districts when they send scholarship payments to institutions. A copy of this letter should accompany the cleared check in your grant report.

May 2, 2016

University of Michigan  
2226 Student Services Building  
515 E Jefferson St  
Ann Arbor, MI 48109

Dear University of Michigan,

We are pleased to announce that Jennifer Kiwanis (student ID 285361) has been selected to receive a scholarship on behalf of the Kiwanis < name> District. Please find enclosed check number 7629 for \$700 which may be paid in full upon receipt and is not restricted in purpose. If I can answer any questions, please contact me at < phone number> or via email at < email address>.

Sincerely,

<Kiwanian's name>

<Kiwaniis district name>