

Before beginning your letter, select *No Spacing* in the Style bar above to make your letter single spaced. Then, change the font to Times New Roman, size 12. Next, skip 2 spaces before beginning your letter.

1301 L. A. “Prexy” Davis Drive  
Mail Slot 4255  
Pine Bluff, AR 71601  
August 30, 2017

Your campus or permanent address goes here. You do not need to include your name or email address. Make sure the date is current.

University Relations & Development  
University of Arkansas at Pine Bluff  
1200 North University Drive  
Mail Slot 4981  
Pine Bluff, AR 71601

Your donor’s contact information goes here. You should receive these details in your awards letter.

Dear Donor: ←

Be sure to use a colon : rather than a comma ,

In this paragraph, you should thank the donor for the scholarship or book voucher and let them know how you plan to use the funding (tuition, books, supplies, etc.). Do not thank the donor for selecting you as a recipient of the scholarship because they don’t always personally select the recipient.

In this paragraph, you should personalize your letter. Do not begin your letter with “My name is” as your name will already be at the bottom of your letter underneath your signature.. Tell the donor information about yourself so they know who they are helping. Include the following: your hometown, major (be sure to lowercase the name of the major unless it is a proper noun such as English or Spanish), classification (freshman, sophomore, etc.), campus/community/high school organizations, and plans after graduation. You might also let them know why you chose to attend the University of Arkansas at Pine Bluff and why you have decided on your major. Also, be sure not to use the school’s abbreviation (UAPB) until you have spelled out the name first. This rule applies to any abbreviation or acronym you use. You also want to make sure this paragraph is written in chronological order (high school information, UAPB information, and then future plans).

In this last paragraph, you should thank the donor once more for the scholarship and close the letter. Once you’ve completed your letter, select the body of it and use the Justify alignment option. Justify is the last alignment option behind *left*, *center*, and *right* align.

Sincerely,

Writing Center

After the word *Sincerely*, add 3 spaces, then type your legal name. You will use the space between sincerely and your typed name to sign the letter after printing.

Visit the Writing Center in Corbin, 105/Auditorium or email your letter to [writingcenter@uapb.edu](mailto:writingcenter@uapb.edu) for final approval.