**[Donor Organization]**

**[Donor Organization Mailing Address]**

Financial Aid Office

Lewis-Clark State College

Hello Financial Aid Office Staff,

 The **[donor organization]** would like to award **[student name]**, **[student ID# if applicable]**, with a **[$]** scholarship for the **[academic year]**. This scholarship is intended to assist the student with their tuition and fees, and other educational expenses. Enclosed with this letter is **[$]** to be disbursed to this student for the **[Fall or Spring]** Semester. In order to qualify for this scholarship, the student must maintain a **[GPA requirement]** each semester, and be enrolled **[enrollment requirement]**. The student is ineligible for this scholarship if they do not meet these requirements.

Please let us know if any additional information is required.

Sincerely,

**[Name]**

**[Donor Organization]**

**[Phone Number]**

**[Email]**