**John Public Citizen**

504 Anthony Road ▪ Waynesboro GA. 30830

 (706)-555-1234

Jpc54@gmail.com

September 25, 2015

**1 Double Space**

**4 Single Spaces**

Watson-Brown Scholarship

310 Tom Watson Way

Thomson, GA 30824

Re: Your name

 Reason for letter (ex: Undergraduate Admissions, -------- Scholarship Recipient)

To whom it may concern: or

Dear Mrs. O’Malley,

Opening Paragraph: Introduce yourself, then state the field of study that you are seeking, what scholarship you are applying for, and mention how you heard about the scholarship or school.

Middle Paragraph: State why you are deserving of this scholarship/college admission and, if possible, reference activities, awards, and/or work experience that directly relates to the scholarship or field of study. Some scholarships ask for specific information to be addressed in the cover letter. This is where you would put that information OR state your problem and request.

Closing Paragraph: Refer the reader to your enclosed application, resume, transcript, etc. and thank them for taking the time to review your application. Offer to provide additional information should the reader need it.

Sincerely, (or Thank you for your consideration,)

**4 Single Spaces: Sign letter here in blue/black pen**

Your Name Typed

Enclosure (if you have papers accompanying the letter)