

INSTRUCTIONS:

A separate Letter of Appreciation is required for each scholarship.

Scholarship awards will not be disbursed until the Letter of Appreciation has been received by the League of Women Voters of Tyler/ Smith County (the League).

Writing Guidelines for the Citizenship Scholarship Letter of Appreciation

Tips to consider when writing your letter.

Write neatly and legibly

Use a formal salutation when addressing the League

Maintain a professional tone throughout your letter

Proof read your letter; check for spelling and grammatical errors. Have another person who has spelling and grammatical skills read your letter and identify any typos or unclear expressions.

Remember to include:

- Your opening: Dear League of Women Voters of Tyler/Smith County
- Your name, nationality, previous home, and current hometown
- Anything that is uniquely YOU (example: are you the first in your family to apply for citizenship)
- Your plans for the future - do you plan to continue your education (where, part or fulltime, subject of concentration for your degree, when do think you'll graduate, which degree: Bachelors, Masters, Doctoral), your career goals, sports, art or other goals
- How this Citizenship Scholarship has enabled you achieve your goals

Letter organization suggestions:

1st Paragraph

Thank the League and its members and friends and introduce yourself

2nd Paragraph

Explain why receiving a Citizenship Scholarship was important to you and how it has or will help you meet your future goals.

3rd Paragraph

Describe your ultimate goals: education, career, etc. Explain how you plan to give back to your community

4th Paragraph

Sign with "Kind regards," "Sincerely," or a similar phrase