

Below are actual letters that Students have written for donors in the past. Please use them as reference, but **do not** plagiarize.

Sample #1

Dear _____

My name is _____, and I am grateful and honored to have been chosen as a recipient of this stipend. I wanted to take this moment to thank you for your generosity.

This past May, I graduated with my masters in education from Brooklyn College, where I have attended for the past two years. Currently, I am completing an internship in order to graduate with my certification in school psychology. My internship is at a high school in Brooklyn, and I have a number of responsibilities, such as providing students with counseling, testing students to ensure that they are given the proper accommodations, as well as collaborate, plan, and coordinate with teachers and administration.

I grew up in a family of educators, and have learned the importance of fighting for equity and advocating for those who cannot stand up for themselves, and in completing this internship I am that much closer to achieving my career goals of doing just that. I plan to utilize my degree in order to continue to help students who are of need, and work to ensure that they can reach their full potential. I also want to give back to my community, much like you have done in helping a student like me achieve their goals. I am forever grateful for your generosity.

Sincerely,

Sample #2

Dear _____

First and foremost allow me to say thank you for your donation to the Brooklyn College stipend program and for allowing me to successfully attain funding for my internship. I am a senior pursuing a Bachelor of Sciences at Brooklyn College and am expected to graduate May of 2020. While pursuing my degree I have engaged in several extracurricular clubs and activities here at Brooklyn College. I have been a member of the Speech and Debate Team for the past 3 years and was selected to represent CUNY in the World Undergraduate Debating Championships for British Parliamentary debate this past winter in Thailand. I am actively involved in student government and am a member of several committees including United Student Government Senate, USG Club Funding, and Brooklyn College Association.

I think college is more than simply pursuing your education in a certain major or field and can be an opportunity to expand your knowledge in many fields. I have felt my time in Brooklyn College represents this ideology well.

Through your generous donations, I was able to pursue finding an internship which will be critical for my success later on when I enter the job market after graduation. Having internship experience on my resume will allow me to stand out from other applicants. This is especially true in the computer science field and will enable me to start out my profession strong. I will use the internship money to

cover expenses living at Brooklyn College and focus on my education and internship instead of having to obtain other work during my senior year. Your donation has allowed me to focus my attention on my degree and professional future in the computer science field.

Thank you once again _____ for your generous donations. I will study hard and obtain my degree as well as obtain professional experience from my internship which will allow me to advance in my field and start my journey into the workforce.

Sincerely,