Semester & Year (e.g., Fall 2022)

INSERT

PHOTO HERE

Adjust size and shape

as needed

Dear Friend of Denver Seminary, (please use this exact salutation)

1. **Introduce yourself** - Keep it simple; you don’t have to answer all the questions. Select what matters most to you.

* Provide your name, study program, and year in program.
* Thank the donor for your **specific scholarship** by name.
* Explain what attracted you to Denver Seminary.
* Let the donor know if this scholarship impacted your decision to study at Denver Seminary.

2. Write a little bit about your **family, work, and/or ministry.**

* Where are you from? Describe your background, career, education, etc.
* Provide family information, if desired (current or family of origin)
* Identify if you are an online or residential student.
* Describe your vocation, job, or ministry role.
* Include an explanation of your selected picture, if applicable.

3. Provide a **glimpse into your hopes and dreams** or your future goals?

* Share what do envision doing with your training.
* Reflect on how God has prepared you for graduate studies.
* Describe how God has gifted you or how is He inspiring you in this phase of life.
* Share a brief story of something that inspires you.

4. **Thank the donor** for providing for your scholarship and let them know what their generosity means to you and how this impacts you/others/your future. In closing, bless the donor. *(Because of your generosity through this scholarship I will....or my family can….)*

REMINDERS –

* **Keep letter to One page with One picture.**
* **Salutation: “Dear Friend of Denver Seminary,”**
* Picture layout options– use text wrapping, tight or square, move with text, so you may adjust to size.
* Font: 11/12 point, Cambria or Times New Roman
* Please maintain standard 1” margins.
* Single spaced, using block format.
* **Save as a Word document on your computer.**
* Check grammar, spelling, and punctuation before submitting letter. Have a friend proofread it for you.
* **Delete all red lettering when letter is complete, before submitting.**

(Closing),

(Signature- First and Last name typed)