

(Student First Name) (Student Last Name)
(Home Address)
(City), (Province) (Postal Code)

Donors of the (Place Award Name Here)
C/O Medicine Hat College
299 College Drive SE, Medicine Hat, AB, T1A 3Y6

To Whom It May Concern:

I am the recipient of the (Enter the name of the award you are receiving) for the (Enter current academic year). I'd like to thank you for your generous contribution to my education at Medicine Hat College.

[In this paragraph you should tell the donor a little about yourself. For example where you are from, a little about your educational background before entering Medicine Hat College and some activities you were and are currently involved in.]

[Next you should tell the Donor why you chose Medicine Hat College for your post-secondary education, what your plans are for the future, goals you plan to accomplish, and what steps you plan to take to accomplish your goals.]

[Finally in this last paragraph you should thank the Donor again letting them know how this award has helped you and how much you value and appreciate it.]

Sincerely,

[Your Typed Name in a Signature Font]