Your Name

Street Address

City, State, Zip Code Date

Recipient Name

Title

Business Name

Street Address

City, State, Zip Code

Dear Recipient Name:

I am the (daughter, son, niece, nephew, granddaughter, grandson) of your employee (name of your relative). I am writing to ask you to consider creating a college scholarship for relatives at your (business, company or organization).

Creating a scholarship would have many benefits for your (business, company or organization). Your scholarship would serve as an added benefit to all employees. Employee loyalty in the workplace increases with added benefits. As college scholarships exist for students in kindergarten through college, it would be your choice to extend the opportunity to family members of employees at a specific stage in their education or all stages of education.

Your investment of even $500 for a scholarship, would be sincerely appreciated. I encourage you to recognize the amount of free advertising for your (company, business or organization) you might receive for expediting such an opportunity. Your (company, business or organization) could receive press when you announce the scholarship and when you award the scholarship.

I am dedicated to my own college scholarship money mission. Should you choose to create a scholarship, I hope that I will meet your designed criteria to apply. Regardless, if I qualify as a possible candidate for a scholarship that you create, your choice to assist a young person’s dream of college would be admirable.

If you choose to create a scholarship, please contact myself and the following people to immediately begin the outreach:

(Your Name) (Your email)

(Your Guidance Counselor) (Their email)

(Your school PTA president) (Their Email)

(Your local newspaper) (Email for local press releases)

(Your local television station) (Email for local press releases)

(Your local radio station) (Email for local press releases)

Whatever your decision, please accept my sincere thanks for your time and consideration of my request.

Sincerely,

Your Name