

Sample Letter

Dear Trustees,

My name is _____ and I am attending _____. *Provide short summary of the program your enrolled in, where your are in the program (freshman, sophomore, etc), your major, and when you expect to obtain your degree.*

If you have already completed some of this work, provide a short summary of your recent coursework and grades (and attach file with transcript).

Next, let us know what your expenses are expected to be (for those for which you are requesting reimbursement)t - provide a table like the one below with your costs. If some of the costs are being covered from scholarships, include those as well.

College Expenses	Spring Semester
Tuition, Fees	\$ 10,000.00
Room & Board	\$ 5,000.00
Books	\$ 345.00
Other	\$ 236.00

	\$ 15,581.00
Less - Scholarships/Grants	\$ 4,000.00

Total to be Reimbursed	\$ 11,581.00

Finally, a short thank you to the trustees and to Uncle Al for the opportunity to have their college expenses paid..

Sincerely,

Name, address, email, phone numbers

Final Notes

- 1. Try to keep the letter to 1 or 2 pages*
- 2. If possible, send the letter to me in WORD format, and send it electronically via email*
- 3. Include clear legible copies of all of your receipts – if you scan them, attach them to the email; otherwise mail them to alexandermoliscollegetrust@gmail.com*