

Your Street Address
City, ST 11111
Month 00, 2008

Guidance Office
Local High School/College
Street Address
City, ST 00000

Dear Guidance Counselor:

Each year the (name of your state organization), the Deep South Region, and National Garden Clubs give scholarships to deserving students.

We are looking for high school seniors who will enter college this fall, as well as students who are already in college, who study subjects which support the goals of our organization. Scholarships are available to students who plan to major in horticulture, floriculture, landscape design, conservation, forestry, botany, agronomy, plant pathology, environmental control, city planning, land management and/or allied topics.

Enclosed, please find information and applications for these scholarships. If you know of students who fit our criteria, please see that they receive this scholarship information. I am available to meet with interested students and to assist them with the application process. Please contact me at (your telephone number and e-mail) if you are aware of students whom we can help.

Sincerely yours,

Your Name
Scholarship Chairman
Your Garden Club