

VMI Box XXXX
Lexington, VA 24450
Month day, year

Mr. and Mrs. John Doe
1 Anywhere Street
Richmond, VA XXXXX

Dear Mr. and Mrs. Doe:

Your letter should contain three paragraphs, the first of which states your reason for writing (to express your thanks). Do not state your name here because it is at the bottom of the page.

The second paragraph should give a brief overview of yourself (for example, you may include academic interests, extracurricular activities, future aspirations upon graduation, etc). Or, you may choose to include an interesting anecdote from your VMI experience this year. Either way, the paragraph should be specific, meaningful, and give a sense of the value of your VMI experience (and thus the scholarship) to you.

The third (closing) paragraph reiterates your thanks. Your closing, signature, and name should be lined up with your address at the top of the page. Please see below the signature of this template for more important information.

Sincerely,

Cadet Jill Doaks

Make sure that the entire text of the document is roughly in the middle (lengthwise) of the page. Use grammar/spell checkers but do not rely on them alone for proper grammar, spelling, and sentence structure. Please avoid colloquialisms, jargon and slang. **Before the due date for the final letter, you must receive input from one of the Writing Center tutors and revise your letter based on that input.** Cadets with thank-you letter drafts will be seen during time slots designated as "walk in" on the internet sign-up calendar. To view the walk-in options, go to the Writing Center home page and click on "schedule an appointment with a writing center tutor" and then "sign up for an appointment." You will see the designated walk-in times on the calendar. DO NOT sign up for an appointment. Instead, show up at the Writing Center during one of the walk-in time slots. Cadets will be seen on a first come, first served basis. Your appointment should only take between 10 and 20 minutes. You must plan ahead, as Writing Center appointments are limited.