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(County Name) County Center, (County Address)

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Date

(Scholarship Recipient's Name)  
(Address)  
(Address)

Dear (scholarship recipient's name):

Congratulations upon receiving the scholarship from the North Carolina Cooperative Extension Secretaries Association, South Central District. We are proud that we are able to help you with the financial demands of attending college.

A check will be sent in the amount of \$200 to the Business Office at (College Name), before registration for the fall semester.

We hope that you will have many positive experiences as you continue your education at college. Please keep us informed of your progress.

Again, congratulations and best wishes for the future.

Sincerely,

(Chairman's name), Chairman  
South Central District Scholarship Committee