

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]

Oakland University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason, e.g., the scholarship, guidance, support, etc.]. Your generosity and assistance have made a significant difference in my academic journey at Oakland University.

[Add a personal touch or specific details about how the support has impacted you or your studies.]

Thank you once again for your unwavering support. I am truly grateful for the opportunity to be part of such a wonderful community.

Warm regards,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Major/Program]