

Date

Dear [NAME],

Congratulations! You have been selected to receive the Lancaster County Community Foundation's XXXX Scholarship, a \$XXXX award given annually to a XXXXXXXX education student.

We are pleased to award you this scholarship because you have consistently demonstrated academic excellence, a commitment to serving others, leadership and communication skills, integrity, and high moral standards while enrolled at XXXXXXXX.

Our Foundation is a participating partner in PHEAA's PATH (Partnerships for Access To Higher Education) program, which means that some of our award could be matched by PHEAA. In order to nominate you for this matching grant, we will need your social security number. Please complete the enclosed Scholarship Recipient Release Form by June 28 to ensure that all paperwork is processed.

Scholarships can be considered taxable income by the Internal Revenue Service (IRS) if they are used for expenses other than qualified educational expenses. Qualified educational expenses typically include tuition, fees, books, and supplies directly related to your course of study. If your scholarship funds exceed your qualified educational expenses, you may be required to report the excess amount as income on your federal tax return. This can result in additional tax liability. Some events, such as using scholarship funds for room and board, travel, or personal expenses, can trigger tax obligations. Be mindful of how you allocate your scholarship funds to minimize tax implications and consult a tax professional for questions.

By August, we will issue a check to XXXXXXXX to be applied to your account.

We wish you the best of success as you further your education in the years to come. Please contact me ([afelix@lanfound.org](mailto:afelix@lanfound.org)) if you have further questions.

Sincerely,



Alma Felix  
Program Officer