Sample Scholarship Approval Letter

[Your Name]

[Your Title]

[Scholarship Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Scholarship Award Notification

Congratulations! We are thrilled to inform you that you have been selected as a recipient of the [Scholarship Name] for the upcoming academic year at [Recipient's University/College Name]. Your commitment to academic excellence and community involvement has truly impressed us. Please review the enclosed scholarship terms and conditions, and confirm your acceptance by [Date]. If you have any questions or need further information, do not hesitate to reach out to our scholarship committee.

We believe this scholarship will support your educational journey and look forward to witnessing your continued achievements.

Once again, congratulations on this remarkable accomplishment!

Sincerely,

[Your Name]

[Your Title]