Sample Scholarship Disbursement Approval Letter

[Your Name]

[Your Title]

[Scholarship Foundation Name]

[Foundation Address]

[City, State, ZIP Code]

[Date]

[Scholarship Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Scholarship Recipient's Name],

Subject: Scholarship Disbursement Approval

Congratulations! We are pleased to inform you that your scholarship disbursement for the [Academic Year/Semester] has been approved by [Scholarship Foundation Name]. Your dedication to academic excellence and community involvement is commendable.

Please review the attached scholarship disbursement details, including amount, disbursement schedule, and any reporting requirements. If you have any questions or need further assistance, please do not hesitate to contact our scholarship department.

We look forward to supporting your educational pursuits and witnessing your achievements.

Best regards,

[Your Name]

[Your Title]