

# Formal Acceptance Letter for Scholarship Award Sample

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

[Scholarship Provider's Name]  
[Scholarship Committee or Organization Name]  
[Provider's Address]  
[City, State, ZIP Code]

Dear [Scholarship Provider's Name or 'Scholarship Committee'],

I am writing to formally accept the [Name of Scholarship] award for the [academic year/semester]. I am truly honored to be chosen as a recipient of this generous scholarship.

I would like to express my sincere gratitude for your support and investment in my educational journey. This scholarship will greatly assist me in achieving my academic and career goals at [Your Institution/University].

I assure you that I will uphold the standards and expectations associated with this scholarship, and I will dedicate myself to my studies and extracurricular activities. If there are any further steps I must complete to finalize this process, please let me know.

Thank you once again for this incredible opportunity and for your confidence in my potential. Please feel free to contact me at [your email or phone number] should you require any additional information.

Sincerely,  
[Your Name]