

Date: [Insert Date]

[Scholarship Committee or Contact Name]  
[Institution or Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Scholarship Committee/Contact Name],

I am writing to formally accept the [Name of Scholarship] awarded to me for the [academic year/term]. I am sincerely grateful for this generous opportunity and deeply appreciate your support in furthering my educational pursuits at [Name of Institution].

I acknowledge and understand the academic obligations associated with this scholarship. I am committed to upholding the required grade point average, as outlined in the award terms, and participating actively in any programs, events, or community service opportunities stipulated as part of the scholarship criteria.

Please be assured that I will fulfill all responsibilities and comply with the conditions set forth to maintain this scholarship. I appreciate the trust and investment you have placed in my academic and professional future, and I am determined to exemplify the values and standards upheld by [Institution or Organization Name].

Thank you again for this invaluable support. If any additional documentation or forms are required, please let me know and I will provide them promptly.

Sincerely,

[Your Name]  
[Your Student ID, if applicable]  
[Program/Major, if applicable]  
[Your Contact Information]