

# Sample Scholarship Acceptance Letter

[Date]

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

[Scholarship Committee/Contact Person]  
[Name of Scholarship Organization]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Scholarship Committee/Contact Person],

I am honored to formally accept the **[Name of Scholarship]** for the [academic year/term]. I am deeply grateful for this generous support, which will assist me in pursuing my academic and career goals at [Name of Institution].

I have reviewed and acknowledge the terms and conditions associated with this award. I understand that these include, but are not limited to, the following:

- **Academic Performance:** Maintaining a minimum GPA of [GPA requirement] throughout the award period.
- **Code of Conduct:** Adhering to both the institution's and the scholarship organization's code of conduct, reflecting integrity and responsible behavior.
- **Documentation:** Submitting all required documentation, such as proof of enrollment, transcripts, and progress reports, in a timely manner as requested.
- **Renewal Criteria:** Meeting all eligibility criteria for scholarship renewal, if applicable, and complying with any additional requirements as outlined by the organization.

I understand that failure to comply with these conditions may result in the reconsideration or withdrawal of the scholarship award.

I am committed to upholding these responsibilities and representing the values of [Name of Scholarship Organization]. Thank you again for investing in my education and future.

Please let me know if there are any additional steps I need to complete at this time to finalize my acceptance.

Sincerely,

[Your Name]