

Date: [Insert Date]

**To:** [Applicant's Full Name]  
[Applicant's Address]  
[City, State, ZIP Code]  
[Email Address]

**Subject:** Admission to PhD Program and Award of Scholarship & Financial Aid

Dear [Applicant's Name],

It is with great pleasure that we inform you of your successful admission to the [Department/Program Name] PhD program at [University Name], commencing in the [starting semester and year, e.g., Fall 2024].

In recognition of your academic achievements and research potential, we are delighted to offer you the following support package:

- **Scholarship Award:** You have been awarded the [Scholarship Name], which provides financial support of [total amount, e.g., \$XX,XXX] per annum, renewable for up to [duration, e.g., four years] contingent on satisfactory academic progress.
- **Tuition Waiver:** Full/partial tuition fees for the duration of your studies.
- **Stipend:** A living allowance of [stipend amount] per month to support your living expenses.
- **Research Funding:** Additional funds up to [amount] per annum for research activities and conference participation.
- **Health Insurance:** Comprehensive health coverage offered through the university.

**Conditions:** The continuation of your scholarship and financial aid is subject to satisfactory academic performance and fulfillment of program requirements. Detailed terms and policies are outlined in your official offer package.

Please confirm your acceptance of this offer and the scholarship by [deadline date]. Instructions for next steps, including enrollment procedures and document submission, are attached for your reference.

We warmly congratulate you on your accomplishments thus far and look forward to welcoming you to our academic community. Should you have any questions or require further information regarding your funding and admission, please do not hesitate to contact our admissions office at [contact email] or [phone number].

Sincerely,  
[Admissions Officer Name]  
[Title]  
[Department Name]  
[University Name]  
[University Address]  
[Official Email Address] | [University Website]