

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

[Scholarship Committee or Office Name]  
[Institution/Organization Name]  
[Institution Address]  
[City, State, ZIP Code]

Subject: Acceptance of [Name of Scholarship] Award

Dear [Scholarship Committee/Recipient Name],

I am writing to formally accept the **[Name of Scholarship]** award for the [academic year/term]. I am deeply honored to have been selected as a recipient, and I sincerely appreciate the opportunity and support provided by [Institution/Organization Name].

I have carefully reviewed the scholarship policy and fully acknowledge my responsibility to comply with all the stated terms and conditions, including eligibility criteria, maintenance of the required academic performance, and adherence to renewal guidelines. I understand that my continued eligibility for the scholarship is contingent upon fulfilling these conditions, and I am committed to upholding the standards and expectations set forth.

I am grateful for the financial assistance, which will greatly contribute to my educational pursuits at [University/College Name]. Please let me know if there are any further steps or documents needed to finalize my acceptance.

Thank you once again for this generous award and for your confidence in my potential.

Sincerely,  
[Your Name]