

Conditional Acceptance Letter for Scholarship Award Sample

Date: [Insert Date]

Applicant Name: [Recipient's Full Name]

Address: [Recipient's Address]

City, State, ZIP Code

Dear [Recipient's Name],

Congratulations! On behalf of the [Scholarship Committee/Institution Name], we are pleased to inform you that you have been selected as a potential recipient of the [Name of Scholarship] for the [Academic Year/Term]. Your application stood out among many, demonstrating outstanding achievement and potential.

Please note that this offer of the [Name of Scholarship] is conditional and subject to the fulfillment of the following requirements:

- Submission of official transcripts verifying a minimum GPA of [Required GPA]
- Provision of any outstanding documentation, including [list documents, e.g., proof of enrollment, recommendation letters, etc.]
- Maintenance of full-time enrollment status in [Specify Program or Institution]
- Adherence to the code of conduct and other institutional policies

In order to secure your scholarship, please submit the required materials and confirm your acceptance of these terms by [Deadline Date]. Failure to meet the above conditions by the deadline may result in withdrawal of this provisional scholarship offer.

Should you have any questions regarding the conditions or the required documentation, please do not hesitate to contact our office at [Contact Information].

We commend you on your accomplishments thus far and look forward to the possibility of welcoming you as a [Scholarship Name] Scholar.

Sincerely,

[Name]

[Title/Position]

[Institution/Organization Name]

[Contact Information]