

[University Name]

Office of Admissions

[University Address]

[City, State, ZIP Code]

[Phone Number] | [Email Address]

Date: [Date]

To:

[Student Name]

[Student Address]

[City, State, ZIP Code]

Dear [Student Name],

Congratulations! On behalf of the Admissions Committee of **[University Name]**, it is our great pleasure to inform you of your acceptance to the **[Undergraduate Program Name]** for the [Term/Year] academic year.

In recognition of your academic achievements and outstanding application, we are also delighted to offer you the **[Scholarship Name]** scholarship. This scholarship award covers **[amount, e.g., \$10,000 per year]** towards your tuition and fees.

Scholarship Details:

- **Award Amount:** [Scholarship Amount/Value]
- **Duration:** [Number of years/semesters, if renewable]
- **Eligibility Criteria:** Maintain a minimum GPA of [GPA Requirement] and full-time enrollment status.
- **Conditions:** [Any additional requirements, conditions or expectations (e.g., community service, annual review, etc.)]

Enrollment Procedures:

To accept your offer of admission and scholarship, please log in to your applicant portal at [Portal URL] and confirm your enrollment no later than **[Deadline Date]**. Additional instructions on submitting your enrollment deposit, completing required forms, and registering for orientation can also be found in your portal or at [Enrollment Information URL].

If you have any questions or require assistance, please do not hesitate to contact the Office of Admissions at [Admissions Email] or [Admissions Phone Number]. We are here to support you every step of the way.

Once again, congratulations on your admission and scholarship award. We look forward to welcoming you to the [University Name] community and supporting your academic and personal growth.

Sincerely,

[Name]

[Title]

Office of Admissions

[University Name]