

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

[Scholarship Committee/Contact Person Name]
[Name of Scholarship or Awarding Institution]
[Institution Address]
[City, State, ZIP Code]

Dear [Scholarship Committee/Contact Person],

I am writing to formally accept the [Name of Scholarship] awarded to me for the [academic year/semester/etc.]. I am deeply honored to have been selected as a recipient, and I wish to express my sincere gratitude for this generous support toward my graduate studies at [Your University/Program].

I understand and acknowledge all responsibilities and conditions associated with this scholarship. I am committed to maintaining the required academic performance as specified in the scholarship guidelines and fulfilling all reporting or documentation obligations requested by the awarding institution. I recognize the importance of upholding the values and standards represented by this award, and I assure you of my dedication to meeting these expectations.

Please let me know if there are any additional forms or documentation I should complete or submit to ensure the acceptance process is finalized. I look forward to representing [Name of Scholarship/Institution] with distinction throughout my graduate studies.

Thank you, once again, for this invaluable opportunity and for your confidence in my academic and professional potential.

Sincerely,
[Your Full Name]
[Your Student ID Number, if applicable]