

# Sample Acceptance Letter for Undergraduate with Scholarship

Date: [Insert Date]

**Student Name:** [Your Full Name]

**Address:** [Your Address]

**City, State, ZIP:** [Your City, State, ZIP]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

## Admissions Office

[University Name]

[University Address]

[City, State, ZIP]

Dear Admissions Committee,

I am honored to accept my admission into the [Program Name] program at [University Name] for the [Academic Year or Semester, e.g., Fall 2024] term. I am especially grateful to have been awarded the [Name of Scholarship] scholarship, which will provide [full/partial] tuition coverage amounting to [scholarship amount or details].

I sincerely appreciate this recognition of my academic achievements and the opportunity to attend your esteemed institution with the support of this generous scholarship. I understand that the scholarship is contingent upon [briefly state the main terms and conditions, e.g., maintaining a minimum GPA, full-time enrollment, etc.] and I am committed to fulfilling these requirements.

Please let me know if there are any further steps I need to complete, such as submitting documentation, attending orientation, or confirming my enrollment. I am excited to begin my studies at [University Name] and contribute positively to the campus community.

Thank you once again for this opportunity and your trust in my potential.

Sincerely,

[Your Full Name]