

Scholarship Refusal Letter Template

This **scholarship refusal letter template** provides a professional and courteous way to decline a scholarship offer while maintaining positive relationships with the awarding institution. It includes essential elements such as expressing gratitude, stating the reason for refusal, and offering well wishes. Additionally, the template is accompanied by valuable interview preparation tips to help candidates boost their confidence, refine their answers, and effectively communicate their qualifications in future scholarship or academic interviews.

Scholarship Refusal Letter Template

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

[Recipient Name]
[Scholarship Organization Name]
[Organization Address]
[City, State ZIP Code]

Dear [Recipient Name],

I would like to express my heartfelt gratitude for being selected as a recipient of the [Scholarship Name]. I am truly honored by this recognition and appreciate the support and confidence your organization places in students like me.

After careful consideration, I have made the difficult decision to respectfully decline the scholarship offer. [If appropriate, briefly state the reason, such as accepting another offer or a change in academic direction: e.g., "I have chosen to accept another scholarship that better aligns with my academic goals."]

I am sincerely thankful for your consideration and for the valuable opportunities you provide to students. I wish the [Scholarship Name] program continued success in supporting and empowering future recipients.

Thank you again for your generosity and understanding.

Sincerely,
[Your Name]

Interview Preparation Tips

- **Research the Organization:** Understand their mission, values, and recent achievements to tailor your responses effectively.
- **Review Common Questions:** Practice answering questions about your background, goals, and why you qualify for the scholarship.
- **Prepare Your Achievements:** Use specific examples to demonstrate your skills, leadership, and impact in your community or field.
- **Practice with Mock Interviews:** Ask a friend, mentor, or counselor to conduct a mock interview and provide constructive feedback.
- **Focus on Communication Skills:** Speak clearly, maintain eye contact (if in-person), and stay calm under pressure.
- **Prepare Questions:** Have thoughtful questions ready to ask the interviewers about the scholarship, program, or institution.
- **Present Yourself Professionally:** Dress appropriately and arrive on time (or log in early for virtual interviews).
- **Follow Up:** Send a thank-you note after the interview to reiterate your appreciation and interest.