

Scholarship Award Letter from Company

[Company Logo or Name]

Corporate Headquarters

100 Enterprise Way

Commerce City, CC 45678

Phone: (321) 654-9870

Email: scholarships@company.com

Date: January 30, 2025

Ms. Jane Doe

456 Student Drive

University Town, UT 67890

Dear Ms. Doe,

Congratulations! On behalf of [Company Name], I am pleased to inform you that you have been selected to receive the [Company Name] Academic Excellence Scholarship for the academic year 2025-2026. Your exceptional academic record and commitment to your community have earned you this prestigious award.

Award Details:

The [Company Name] Academic Excellence Scholarship provides a sum of \$5,000, which is intended to support your educational expenses. This scholarship will be paid in two installments at the beginning of each academic semester directly to your university to be applied towards your tuition fees.

Conditions:

As a scholarship recipient, you are expected to maintain a minimum GPA of 3.5 and

remain enrolled in a full-time undergraduate program. We also encourage you to continue your involvement in community service and extracurricular activities, as these are integral qualities that this scholarship aims to promote.

Acceptance Procedure:

Please indicate your acceptance of this scholarship by returning the signed acknowledgment form enclosed with this letter by no later than March 15, 2025. Failure to respond by this deadline may result in the reassignment of the scholarship to another candidate.

We are excited to support your educational journey and are eager to see how your academic and professional career progresses. [Company Name] believes strongly in the importance of supporting promising students like yourself, and we are proud to be a part of your path to success.

Should you have any questions or require additional information, please feel free to contact our scholarship coordinator at the number or email provided above.

Congratulations once again on your achievement. We wish you all the best in your academic endeavors and look forward to your future successes.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Scholarship Committee