

# Scholarship Award Letter to Recipient

---

[Scholarship Provider Logo or Name]

123 Scholarship Lane

Education City, EC 12345

Phone: (123) 456-7890

Email: info@scholarshipprovider.com

Date: January 30, 2025

Ms. Jane Doe

456 Student Drive

University Town, UT 67890

Dear Ms. Doe,

We are thrilled to inform you that you have been awarded the Future Leaders Scholarship for the academic year 2025-2026. Your remarkable academic performance and leadership qualities have distinguished you among many impressive candidates.

## **Award Details:**

The Future Leaders Scholarship awards you \$5,000 to support your academic journey. This amount is allocated to assist with your tuition and other educational expenses and will be disbursed in two installments at the beginning of each semester.

## **Conditions:**

To retain this scholarship, you must maintain full-time enrollment and a minimum GPA of 3.5 throughout your studies. We also encourage you to engage in community

service and leadership activities, which are core to the values our scholarship promotes.

**Acceptance Procedure:**

Please confirm your acceptance of this scholarship by signing and returning the enclosed form by March 15, 2025. If we do not receive your acceptance by this date, we will consider offering the scholarship to another deserving student.

We are proud to support your educational pursuits and are confident that this scholarship will help you achieve your academic and professional goals. Should you have any questions or need further information, please do not hesitate to contact our office.

Congratulations once again on this well-deserved recognition. We look forward to seeing all that you accomplish in the coming years.

Warmest regards,

John Smith

Director of Scholarships

Scholarship Provider