

Scholarship Award Letter to University

[Scholarship Provider Logo or Name]

123 Scholarship Lane

Education City, EC 12345

Phone: (123) 456-7890

Email: info@scholarshipprovider.com

Date: January 30, 2025

Office of Financial Aid

University of Excellence

789 University Blvd

Academic City, AC 90123

Dear Financial Aid Office,

We are writing to formally announce that Ms. Jane Doe, a prospective student at the University of Excellence, has been selected as a recipient of the Future Leaders Scholarship for the academic year 2025-2026. This prestigious scholarship recognizes Ms. Doe's outstanding academic achievements and her potential to contribute significantly to her chosen field of study.

Award Details:

The Future Leaders Scholarship will provide Ms. Doe with a financial award of \$5,000. This amount is intended to assist with her tuition fees and educational expenses during her studies at your institution. The scholarship funds will be disbursed in two installments of \$2,500 each, aligned with the start of the fall and spring semesters.

Conditions:

Ms. Doe is required to maintain a full-time enrollment status and achieve a minimum cumulative GPA of 3.5 to continue her eligibility for the scholarship. Additionally, participation in community service activities and leadership development programs is encouraged to fulfill the ethos of the scholarship.

Funding Disbursement:

We kindly request that your office coordinates with Ms. Doe to ensure the proper management and application of the scholarship funds towards her tuition and fees. Please confirm receipt of this notification and provide any necessary forms or documentation that Ms. Doe needs to complete to facilitate this process.

We are excited to support Ms. Doe's academic endeavors at the University of Excellence and look forward to a productive collaboration. Please feel free to contact our office if you require further information or assistance regarding the scholarship details.

Thank you for your attention to this matter and for your support in administering these funds according to the scholarship's guidelines.

Warm regards,

John Smith

Director of Scholarships

Scholarship Provider