

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Scholarship Committee/Donor's Name]
[Scholarship Fund/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Committee/Donor's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for awarding me the [Name of Scholarship] for my Bachelor of Business Administration studies.

This scholarship not only alleviates some of the financial burdens associated with my education but also motivates me to strive for excellence in my academic and professional endeavors. I am currently [briefly mention your year of study and area of focus], and I am committed to making the most of this opportunity.

Your generosity has inspired me to give back to the community in the future, and I aspire to help students achieve their educational goals as you have helped me.

Thank you once again for your support and belief in my potential.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]