

[Your Institution's Name]
[Your Institution's Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Financial Aid Award Notification
We are pleased to inform you that you have been awarded financial aid for the [academic year/semester]. Below, you will find the details of your financial aid package:
Award Details:
- **Scholarship/Grant Name:** [Name of Award]
- **Amount:** \$[Amount]
- **Loan Type:** [Federal/Private Loan Name]
- **Amount:** \$[Amount]
- **Work-Study Eligibility:** Yes/No
Total Financial Aid Awarded: \$[Total Amount]
Next Steps:
1. Review your financial aid package carefully.
2. Accept/decline any loans or offers by [Deadline Date].
3. Complete entrance counseling and sign the Master Promissory Note (MPN) if accepting loans.
If you have any questions regard your financial aid package or eligibility, please do not hesitate to contact our office at [Phone Number] or [Email Address].
Congratulations on your achievements, and we look forward to supporting you in your educational journey!
Sincerely,
[Your Name]
[Your Title]
[Financial Aid Office]
[Your Institution's Name]