

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Committee Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Scholarship Committee Name or Specific Person's Name],  
I am writing to formally confirm my acceptance of the [Name of  
Scholarship] awarded to me for the [academic year, e.g., 2023-2024]. I am  
incredibly grateful for this opportunity and appreciate the support  
provided by your organization.

As a recipient of this scholarship, I commit to upholding the values and  
expectations associated with it. I understand that [briefly mention any  
requirements or expectations, e.g., maintaining a certain GPA, submitting  
progress reports, etc.].

Thank you once again for your generous support. I look forward to making  
the most of this opportunity and achieving my academic and career goals.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]