

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

[Recipient's Name]
[Recipient's Title]

Oakland University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my gratitude for being awarded the [specific merit scholarship name, if applicable] for the academic year [year]. I am honored to receive this recognition, and I appreciate Oakland University's commitment to supporting students in their educational pursuits.

This scholarship will significantly ease the financial burden of my education, allowing me to focus more on my studies and extracurricular activities. I am excited to be part of the Oakland University community and to take full advantage of the opportunities it offers.

Thank you once again for your generosity and support. I look forward to contributing positively to the university and making the most of my academic journey.

Sincerely,

[Your Name]

[Your Student ID, if applicable]