

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Email Address]

Dear [Recipient's Name],

Subject: Confirmation of OEC Scholarship Award

We are pleased to inform you that you have been awarded the Overseas Employment Certificate (OEC) Scholarship for the [Academic Year/Term].

This scholarship acknowledges your dedication and exceptional achievements in [relevant field/subject] and reflects our commitment to supporting your academic journey.

Details of the Scholarship:

- Scholarship Amount: [Amount]
- Awarded for: [Program/Field of Study]
- Duration: [Duration of Scholarship]
- Conditions of the Scholarship: [Any specific conditions or requirements]

Please confirm your acceptance of this scholarship by [Acceptance Due Date]. You may respond via email or contact our office directly at [Contact Information].

Once again, congratulations on this achievement! We look forward to supporting your educational endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Contact Information]

[Institution Website]

[Optional: Institution Seal or Logo]