

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University/Organization Name]
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or Scholarship Committee],
I am writing to formally accept the [Name of Scholarship] offered to me for the [academic year/term]. I am truly honored and grateful for this opportunity and appreciate the support that [University/Organization Name] provides to students like myself.

I am excited to pursue my studies in [Your Field of Study] at [University/Organization Name], and I am committed to making the most of this scholarship opportunity.

Please let me know if there are any forms or additional information you require from me at this time.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]