

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

Dear [Scholarship Committee's Name or Specific Contact Person],  
I hope this message finds you well. I am writing to formally notify you  
of my decision to cancel my OGP scholarship award for [academic  
year/semester].

This decision was not made lightly, and I have carefully considered the  
implications. [Briefly explain your reason for cancellation, e.g.,  
personal circumstances, financial situation, change in academic plans].  
I sincerely appreciate the support and opportunity provided by  
[Organization Name], and I want to thank you for selecting me for this  
scholarship. It has been a significant honor to have received this  
assistance.

Please let me know if there are any further steps I need to complete  
regarding the cancellation process. Thank you for your understanding.

Sincerely,

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