

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

[Recipient Name]
[Recipient Title]
[Johns Hopkins University]
[Office of Financial Aid/Scholarships]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Scholarship Award Notification

We are pleased to inform you that you have been awarded the [Name of Scholarship] for the academic year [Year]. This scholarship is intended to assist you in your studies at Johns Hopkins University, where we are committed to supporting the academic excellence of our students.

The details of your scholarship are as follows:

- Award Amount: \$[Amount]
- Academic Year: [Year]
- Renewal Criteria: [Specify criteria, if applicable]

To accept this award, please [instructions for acceptance, e.g., sign and return the attached form, complete a specific action, etc.]. This scholarship can positively impact your educational journey, and we are excited to support you in achieving your academic goals.

If you have any questions or require further information, please do not hesitate to contact [Contact Person/Department] at [Phone Number] or [Email Address].

Congratulations once again on your achievement. We look forward to welcoming you to the Johns Hopkins community!

Sincerely,

[Your Name]
[Your Title]
[Department Name]

Johns Hopkins University