

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University of Queensland]
[Office of Scholarships and Financial Aid]
[University Address]
[City, State, Zip Code]

Dear [Your Name],
Congratulations! We are pleased to inform you that you have been awarded the [Name of Scholarship] for the academic year [Year]. This scholarship recognizes your outstanding achievements and potential at the University of Queensland.

As a recipient of this scholarship, you will receive [details about the scholarship amount, duration, and any additional benefits]. We encourage you to maintain [any academic or other requirements] to continue benefiting from this award.

Please review the enclosed terms and conditions associated with your scholarship. To accept this award, please sign and return the acceptance form by [deadline date].

Once again, congratulations on this achievement. We look forward to your continued success at the University of Queensland.

Best regards,

[Your Name]
[Title]
[University of Queensland]
[Contact Information]
Enclosure: Acceptance Form