

[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