

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

Dear [Scholarship Coordinator's Name],

I am writing to formally accept the [name of scholarship] awarded to me for the [academic year/term]. I am sincerely grateful for this opportunity and appreciate the support provided by the University of Queensland.

I understand the terms and conditions associated with the scholarship and agree to comply with them. Please let me know if there are any further steps I need to take in order to finalize my acceptance.

Thank you once again for this generous opportunity. I look forward to contributing to the UQ community and making the most of my academic experience.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]