

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[University of Queensland]
[Department/Office]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of UQ Scholarship Acceptance

I am writing to formally confirm my acceptance of the [Name of Scholarship] offered by the University of Queensland for the [academic year/term]. I am grateful for the opportunity to receive this scholarship and appreciate the support it provides for my studies in [Program/Field of Study].

I understand the terms and conditions associated with the scholarship and agree to comply with all requirements. Please let me know if there are any further steps I need to take or documentation I need to provide to finalize the acceptance process.

Thank you once again for this incredible opportunity. I look forward to contributing to the University of Queensland community.

Sincerely,

[Your Name]

[Student ID (if applicable)]