

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

Scholarships Office  
The University of Queensland  
[Office Address]  
[City, State, Zip Code]

Dear Scholarships Office,

Subject: Letter of Understanding for [Scholarship Name]

I, [Your Full Name], am writing to confirm my acceptance of the [Scholarship Name] awarded to me for the [specify term/year]. I am grateful for the financial support provided, and I understand the terms and conditions associated with this scholarship.

1. **\*\*Purpose of the Scholarship\*\*:**

I acknowledge that the scholarship will assist me in covering my tuition fees and related educational expenses.

2. **\*\*Eligibility Criteria\*\*:**

I confirm that I meet all eligibility requirements and will maintain a [specify GPA or other criteria] as stipulated.

3. **\*\*Reporting Requirements\*\*:**

I understand the necessity to submit any required progress reports and will ensure compliance with the scholarship obligations.

4. **\*\*Duration of the Scholarship\*\*:**

I acknowledge that the scholarship is awarded for [specify duration] and understand the renewal process.

5. **\*\*Additional Responsibilities\*\*:**

I agree to participate in any promotional activities and events related to the scholarship, if requested.

Thank you once again for this opportunity. Please feel free to contact me if further information is required.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID]