

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

Dear [Scholarship Committee/Specific Name if available],  
I hope this message finds you well. I am writing to formally accept the  
[Name of Scholarship] awarded to me for the [academic year/semester] at  
[University Name]. I am incredibly grateful for this opportunity and  
appreciate the support provided to students like me.  
I am committed to achieving academic excellence and to making the most of  
my time at [University Name]. This scholarship will greatly assist me in  
pursuing my educational goals and allow me to focus on my studies.  
Thank you once again for this generous award. Please let me know if there  
are any additional steps I need to take to finalize my acceptance or any  
forms that require completion.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Student ID Number, if applicable]