[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[University Name]
[Office of Scholarships and Financial Aid]
[University Address]
[City, State, ZIP Code]
Subject: Scholarship Eligibility Confirmation
Dear [Scholarship Coordinator's Name],
I hope this letter finds you well. I am writing to formally confirm my eligibility for the [Specific Scholarship Name] for the academic year [Year].
I am currently enrolled in the [Your Program/Department] at [University Name] and have maintained a [Your GPA] GPA. I believe I meet all the necessary criteria outlined for this scholarship, including [mention any specific requirements such as financial need, academic performance, community service, etc.].
Attached to this letter are [list any supporting documents such as transcripts, recommendation letters, etc.]. I am eager for the opportunity to further my studies with the assistance of this scholarship and remain committed to upholding the standards expected of its recipients.
Thank you for considering my application. I look forward to your positive response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID Number] (if applicable)