

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

[Recipient's Name]
[Recipient's Title]
[Scholarship Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Acceptance for [Scholarship Name]

I hope this letter finds you well. I am writing to formally confirm my acceptance of the [Scholarship Name] awarded to me for the [academic year/term]. I am truly honored to be selected as a recipient of this prestigious scholarship.

As a [your current schooling status, e.g., high school senior, college undergraduate, etc.] at [your school name], I am committed to [briefly describe your academic goals or aspirations related to the scholarship]. This scholarship will significantly aid me in achieving my dreams and will allow me to focus on my studies without the added burden of financial stress.

Please let me know if there are any additional documents or forms you require from me at this stage. I am eager to complete any administrative steps necessary to finalize my acceptance of the scholarship.

Once again, thank you for this incredible opportunity. I look forward to representing [Scholarship Organization/Institution Name] and contributing positively to the community.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]