

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Scholarship Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: WL Scholarship Progress Report

I hope this letter finds you well. I am writing to provide you with an update on my progress as a recipient of the WL Scholarship for the [academic year/semester].

1. ****Academic Achievements****

- Current GPA: [Your GPA]
- Courses Completed: [List of courses and corresponding grades]
- Honors/Awards: [Any relevant honors or awards received]

2. ****Engagement and Activities****

- Extracurricular Activities: [Involvement in clubs, organizations, or events]
- Community Service: [Details about volunteer work or service projects]

3. ****Future Goals****

- Short-Term Goals: [What you plan to achieve in the coming term]
- Long-Term Goals: [Your academic and career aspirations]

I am grateful for the support of the WL Scholarship, which has significantly contributed to my educational journey. Thank you for your continued belief in my potential.

Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]