

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: YJC Scholarship Notification

We are pleased to inform you that you have been selected as a recipient of the YJC Scholarship for the academic year [Year].

This prestigious award recognizes your outstanding achievements and dedication to your academic pursuits. Your commitment to excellence aligns with the values of the YJC, and we are excited to support you in your educational journey.

As a YJC Scholarship recipient, you will receive [mention the scholarship amount or benefits] to assist you in your studies. Please ensure that you complete the necessary paperwork by [deadline date] to facilitate the disbursement of your scholarship funds.

Should you have any questions or require further information, please do not hesitate to contact [Name of the contact person] at [contact information].

Congratulations once again on this significant achievement! We wish you continued success in all your endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]