

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

[Recipient's Name]
[Title/Department]

Ohio State University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my gratitude for being awarded the [Name of Scholarship] for the upcoming academic year.

This scholarship is a tremendous honor and will play a vital role in supporting my education at Ohio State University. As a [your major or field of study] student, I am committed to making the most of this opportunity and contributing to our university community.

I plan to utilize these funds to [briefly describe how you will use the scholarship funds, e.g., tuition, books, etc.], allowing me to focus more on my studies and involvement in campus activities.

Thank you once again for your generosity and support. I am excited about my journey at Ohio State University and look forward to making a positive impact during my time here.

Sincerely,

[Your Name]

[Student ID Number, if applicable]