

[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]

Dear [Scholarship Selection Committee/Specific Name if known],  
I am writing to formally accept the [Name of Scholarship] offered to me by [University Name]. I am truly grateful for this opportunity and appreciate the support that this scholarship will provide as I pursue my studies in [Your Major/Field of Study].

This scholarship will significantly alleviate my financial burden and enable me to focus more on my academic and extracurricular endeavors. I am committed to upholding the values and standards associated with this scholarship and to contributing positively to the [University Name] community.

Please let me know if you require any further information or documentation from my side to finalize the acceptance process. Thank you once again for this incredible opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]