

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

[Recipient Name]
[Recipient Title]
[University of Jordan]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Final Report on UJ Scholarship

I hope this letter finds you in good health and high spirits. I am writing to submit my final report regarding the scholarship awarded to me by the University of Jordan for the [specific program/academic year].

****1. Introduction:****

Provide a brief introduction about yourself and the scholarship.

****2. Academic Achievements:****

Outline the courses completed, grades obtained, and any academic honors received.

****3. Research/Projects:****

Discuss any research projects or special assignments undertaken during the scholarship period.

****4. Personal Development:****

Share your personal growth, skills acquired, and how the scholarship has impacted you.

****5. Challenges and Solutions:****

Mention any challenges faced during your studies and how you overcame them.

****6. Future Plans:****

Indicate your future academic or career plans and how the scholarship has influenced them.

****7. Gratitude:****

Express your gratitude towards the University of Jordan and the scholarship committee.

Thank you for your time and support. I look forward to staying connected with the University of Jordan.

Sincerely,

[Your Name]

[Your Student ID or Program, if applicable]