

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Scholarship Committee Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Scholarship Committee Name/Contact Person],
I hope this message finds you well. I am writing to formally withdraw my acceptance of the [Name of Scholarship] awarded to me for the [academic term/year].

After careful consideration, I have decided to [briefly explain reason for withdrawal, e.g., pursue a different opportunity, financial circumstances, personal reasons].

I want to express my sincere gratitude for the support and belief the committee has placed in my academic journey. I appreciate the opportunity and hope to be able to apply again in the future under different circumstances.

Thank you for understanding my situation. Please confirm the withdrawal of my scholarship at your earliest convenience.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]