

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
University of Queensland
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of UQ Scholarship

I am writing to formally confirm my acceptance of the [Name of Scholarship] awarded to me for the [Year/Term] at the University of Queensland.

I am grateful for the opportunity to receive this scholarship, which will significantly assist me in pursuing my studies in [Your Program/Field of Study].

Please find attached any necessary documents required for the confirmation process. If there are any further steps I need to complete, please do not hesitate to let me know.

Thank you once again for this generous support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]