

XYZ Scholarship Foundation  
456 Main Street  
City, State, ZIP Code  
Email: info@xyzscholar.org  
Phone: (123) 456-7890

Date: June 15, 2024

John Doe  
123 Student Avenue  
City, State, ZIP Code  
Email: johndoe@email.com

**Subject: Scholarship Award Letter**

Dear John Doe,

We are pleased to inform you that you have been selected to receive the **XYZ Foundation Academic Excellence Scholarship** for the academic year 2024-2025.

This scholarship award, valued at **\$5,000**, is presented in recognition of your outstanding academic achievements and commitment to furthering your education.

The scholarship funds will be disbursed directly to your educational institution upon confirmation of your enrollment.

Please review the terms and conditions enclosed with this letter. Kindly confirm your acceptance by responding to this letter or contacting us before **July 1, 2024**.

Congratulations once again on your well-deserved success. We look forward to your continued accomplishments.

Sincerely,

Jane Smith  
Scholarship Program Coordinator  
XYZ Scholarship Foundation

**Important Notes:**

- This letter serves as official notification of your scholarship award.
- Please respond within the given deadline to confirm your acceptance.
- Read all attached terms and conditions carefully.
- Keep a copy of this letter for your records.
- Contact the scholarship provider for any further inquiries.

