**Sample scholarship award letter**

21-03-2009

From,

University College,

Fairfield University,

1073 And, Benson Road,

Flairfield, Ct 06824

To,

Dania Decruz

Aquinas College,

1607, Robinson Road S.E.,

Grand Rapids, MI 49506

Dear Dania Decruz,

Congratulations!  We are very glad to inform you that you have been honoured a scholarship of Rs. $5000 from the GET Foundation Scholarship Program for your excellent performance during last year.  Your hard work and dedication in your work are the strong points behind this great achievement.  We hope that this type of wards will help the students like you to become more enthusiastic, the cheque will be sent to your college address.

Here’s wishing you successful upcoming academic years.

Sincerely,

For Fairfield University

Alien Husat

Things that should be done by the recipient

Please acknowledge a signed copy of this letter as we can assure that  the scholarship amount which is paid out  has been  received by you.