[Date]

[Name]

[Address]

Dear [Student’s Name]:

Congratulations! The [Foundation] is pleased to announce that you have been selected as a recipient of the following scholarship(s) for the 2020-2021 academic year:

[Scholarship1] [Amount1]
[Scholarship2] [Amount2]
[Scholarship3] [Amount3]
[Scholarship4] [Amount4]
[Scholarship5] [Amount5]
[Scholarship6] [Amount6]

The award(s) will be paid directly to your college or university as indicated by you on the enclosed Scholarship Acceptance Form. Providing complete addresses and contact names will help us facilitate payment to your college or university. The IRS may consider some portion of this scholarship taxable if the total amount received by you exceeds the total cost of your tuition and course-related fees.

If you wish to accept the scholarship(s), please complete the Scholarship Acceptance Form and return it to us within ten (10) days of receipt. Once we receive your signed Acceptance Form we will instruct the financial aid office of the college/university you will be attending to verify enrollment prior to the start of each semester to receive payment of your award(s). If you will not be in college or plan on attending a different school in the Spring, please notify us by [Deadline Date] so that we can adjust your award accordingly.

If you have any questions about your award(s), please feel free to contact us at [Phone\_Number] or [Email\_Address].

Congratulations on your award(s) and best wishes for academic success.

Sincerely,

[Signature]

[Full\_Name], [Title]