[Date]

[Name]  
[Address]

Dear [Student’s Name]:

Congratulations! You have been awarded the prestigious honor of being named a Class of 2021 [Foundation] Scholar! The selection process was especially difficult this year, due to the number of highly-qualified applicants. We know that you will be a shining example of a [Foundation] Scholar, and we believe that your abilities and background will be invaluable assets to the program.

This year, [number recipients] [Foundation] Scholars were selected to participate in the program. As a [Foundation] Scholar, you will be awarded a scholarship that includes financial support, a laptop computer, SAT preparation classes, tutoring, college coaching, a college tour, leadership training, and team building retreats. In turn, the [Foundation] expects Scholars to attend and participate in all scheduled events and to work closely with the [Foundation] over the next two years to assure that they are developed as leaders.

As a [Foundation] Scholar, you must meet all of the requirements listed below for continued participation in the scholarship program:

1. Academic progress, specifically attaining a minimum 2.7 GPA for the first semester of your junior year in high school and achieving a 3.0 GPA or higher for each semester of your remaining high school years.

2. Excellent student discipline, attendance, positive school and community behavior, and serving as a role model for other students.

3. Continued enrollment at the high school from which you were selected. If you should transfer, you may retain your scholarship only if you enroll in another Certified high school.

4. Attendance at all activities sponsored by the [Foundation], including leadership and team building retreats, social activities, awards banquets, community service activities, enrichment activities, and SAT preparation classes and tutorials.

5. Commit to meet all the requirements of the [Foundation].

Upon graduation from high school, you will be awarded up to $\_\_\_\_\_ annually for each of the four years that you are enrolled as a full-time student at an accredited college or university. These funds are intended to cover tuition, student fees, and on-campus room and board as long as you continue to meet the standards of the [Foundation] Scholars program.

We look forward to welcoming you as a [Foundation] Scholar at a mandatory New Scholar Orientation with your parent(s) or legal guardian(s) scheduled for [Date]. At that time, we will review the details of the [Foundation] Scholars Program, sign contracts, and answer your questions. The location of this meeting is:

[Address]

**Please confirm your attendance immediately by calling the Program Director, [Name], at [Phone-Number] or emailing [Email Adress].**

Again, I commend your outstanding accomplishment. I have every confidence that you will continue your strong work ethic and citizenship while embracing the high standards of the [Foundation] Scholars Program.

Sincerely,   
  
[Signature]

[Name], [Title]