[Date]

[Name]

[Address]

Dear [Student’s Name]:

Congratulations on being selected as the recipient of the [Scholarship Name] and welcome to the [Institution]! Your impressive academic achievements at [High School Name] were the basis for the scholarship you have been awarded and I am confident that you will be equally successful here at [Institution].

I am very pleased to enclose a certificate that recognizes you for your hard work and outstanding accomplishments. I am also sending a copy of your certificate, along with this letter, to your high school representative so that it may be used to formally recognize you. If you would like to have me, or a representative from the [Institution] personally present this certificate to you at your high school awards ceremony or at your graduation, please feel free to contact me at [Phone-Number] or email me at [Email Address]. It would be an honor to be a part of your celebration. Again, congratulations!

Sincerely,

[Signature]

[Name], [Title]