

Scholarship Program Application

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that your application for the [Name of Scholarship Program] has been received. This scholarship aims to support students who demonstrate outstanding academic achievement and a commitment to their community.

To complete your application, please provide the following documents:

- Personal statement
- Two letters of recommendation
- Transcript of records

The deadline for submission is [Insert Deadline]. Please ensure all documents are submitted by this date to be considered for the scholarship.

If you have any questions, feel free to contact us at [Insert Contact Information]. We look forward to reviewing your application.

Sincerely,

[Your Name]

[Your Position]

[Name of Organization/School]