

Scholarship Withdrawal Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Scholarship Committee Name]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Scholarship Committee Name],

I hope this message finds you well. I am writing to formally notify you of my decision to withdraw from the [Name of Scholarship] that I was awarded on [Award Date].

After careful consideration, I have decided to [briefly explain reason, if comfortable, e.g., pursue other opportunities, change of academic focus, etc.]. As a result, I believe it is in the best interest of both myself and the scholarship committee to forgo my participation in this scholarship program.

I would like to express my gratitude for the opportunity and support you have provided. I greatly appreciate the trust and investment placed in me through this scholarship.

If there are any formalities or documents that I need to complete as part of this withdrawal process, please let me know. I aim to ensure a smooth transition in this matter.

Thank you for your understanding. I wish the best for all future scholarship recipients and the program as a whole.

Sincerely,

[Your Name]