

# Academic Scholarship Terms and Conditions Clarification

Date: [Insert Date]

To: [Scholarship Recipient's Name]

Address: [Scholarship Recipient's Address]

Dear [Scholarship Recipient's Name],

We hope this message finds you well. We are writing to clarify the terms and conditions associated with the [Name of Scholarship] awarded to you for the [academic year/term].

## 1. Eligibility Requirements

Please ensure that you maintain a minimum GPA of [insert GPA] and complete a minimum of [insert credits] each semester.

## 2. Renewal Process

The scholarship is renewable upon submission of the required documents, including your transcripts and a brief statement of your academic progress, by [insert due date].

## 3. Usage of Funds

The scholarship funds must be used exclusively for tuition, fees, and approved educational expenses. Any misuse may result in termination of the scholarship.

## 4. Communication

We will communicate important updates regarding the scholarship via [insert method, e.g., email, postal mail]. Please ensure your contact information is up to date with our office.

If you have any questions or need further clarification, please do not hesitate to contact us at [insert contact information]. We wish you continued success in your studies.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]  
[Contact Information]