

Scholarship Confirmation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Confirmation of Scholarship Award for [Training Event Name]

Dear [Recipient Name],

I am writing to formally confirm my acceptance of the scholarship awarded to me for the upcoming [Training Event Name] taking place on [Event Dates] at [Event Location]. I am incredibly grateful for this opportunity and look forward to gaining valuable skills and knowledge from this experience.

Please let me know if there are any further steps needed from my side regarding the scholarship or the event. I am excited about participating and appreciate your support.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]