To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Approval Letter for Scholarship**

Dear Mr./Mrs. [name of Recipient],

I am delighted to inform you that our institute, [name of the Institute] has accepted your request for the scholarship program, [scholarship program name]. We deeply reviewed your application and the credentials and decided that you definitely deserve a scholarship.

Another good news for you is that you will not only be eligible for scholarship for the first semester, but for the whole course. However, for that purpose, you must have to maintain a percentage of at least 80% in every semester.

For further queries or information, feel free to contact us through the given below contact details.

Best Regards,

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]

[Sender Designation]