[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Congratulations on Receiving a Scholarship**

Dear [name of the Recipient],

Your father told me that you have been selected for the scholarship program of [mention Institute Name]. It’s been a great honor for you, your family, and your friends. I would like to extend my heartiest congratulations to you on this great achievement.

You have worked hard in your studies and look how you are being rewarded. I want to let you know that I am extremely happy for you. You have truly shown that with hard work and passion, anything can be achieved. Once again, many congratulations to you and your family, and all the very best in the future.

Stay blessed!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Address]