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Sender’s Full Name

Sender address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

I take this opportunity to express my deep gratitude for your generosity and for offering me the renowned [Scholarship Name]. I feel privileged and honored to be a recipient of this famous scholarship.

It was always my dream to become a doctor and serve the sick. However, I had serious financial limitations that went on to become a challenge for me. Thanks, to the scholarship, I can now follow my dream career after completing my studies.

I would also like to inform you that during my free time, I have been associated with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Mention a short description of what you do to serve the society during your spare time.)

It will be an absolute pleasure for me to get a chance to give back to the community when I begin my career. Once again, I would like to thank you for your confidence and willingness to support me to accomplish my academic goals.

Sincerely yours,

(Sender Name)