

[Date]

[Name of the foundation/organization]

[Address of the foundation/organization]

Dear [Name of the foundation/organization],

Subject Line: A Note of Thanks

I cannot thank you enough for awarding this scholarship [mention the name of the scholarship program] to me. It had always been my dream to study at this prestigious university [mention the name of the university].

I am also happy that I would be able to pursue the subject of my choice [mention the subject] as I plan to do research on the same. I am so grateful to you because I did not have to apply for a student loan. A loan would have been the most cumbersome and uncomfortable thing for me.

Firstly, because I was not sure if the amount would be granted to me as it was pretty huge. And even if the loan was sanctioned, I had to take up a part-time job for the time being to save up some money for the future loan expenses. This would have been on top of funding for other essentials like textbooks, on-campus accommodation, etc. But due to the scholarship, now, I can spend enough time on my studies without having to worry about money.

Thank you once again for your kind gesture and unconditional support.

Yours sincerely,

[sign your name here] [mention your name here]