



[Date]

[Name of the foundation/organization]

[Address of the foundation/organization]

Respected [Name of the foundation/organization],

Subject Line: A Small Token of Appreciation for your Unparalleled Work

Thank you very much for choosing me as one of the recipients of this year's scholarship program [mention the scholarship name].

This is like a dream come true for me as my long-held passion of becoming a doctor will now see the light of the day. It will be such a big honor for me as well as for my family as I would be the first member of our family to take up this noble profession. I have always wanted to contribute to the field of medical research apart from serving society proactively through healthcare practice.

Thank you for making this possible not only for me but also for hundreds of others like me out there. I thoroughly appreciate all your efforts and hard work and promise to live up to the faith and trust you have reposed in me by making me a part of this honorable program.

Yours faithfully,

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