SAMPLE LETTER

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

We received your application for a scholarship at the Graduate School Department of San Isidro State University. We sincerely appreciate your interest.  
  
Your academic record is quite impressive, and your extracurricular activities give you an edge over the other candidates. However, we regret to inform you that the scholarship has been granted to someone else who has a wider experience in the industry. Considering that you are a few years younger than the others who are also applying, I encourage you to gain more experience and expose yourself more to different challenges and situations in the corporate world. This experience will greatly benefit your qualifications the next time you apply for the same scholarship. Well wishes to you, and we look forward to having you as a scholar in our school in the future.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -