From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: (Date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear (Sir/madam),

I am truly grateful to you for considering me a deserving candidate for \_\_\_\_\_\_\_\_\_\_\_\_\_(name of scholarship) scholarship. Your recommendation has given my career a new height and now it has become easier for me to convert my dreams into reality.

I have always suffered financial constraints because of which I am not able to buy expensive books for my studies, but still, I managed to score good marks in my school as well as at the University level. I always dreamt of becoming \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention your choice of profession here) and it has become possible now after this scholarship. I am truly obliged to you for the same.

I assure you, I will study harder to come up with your expectations. I once again express my gratitude towards you for your generosity.

With regards,

(Name of the sender).