Dear Ms. Gareth,

On behalf of the ABC Foundation, I would like to offer you congratulations on our acceptance of your scholarship application. As you know, ABC Foundation was created in 2001, in the memory of Mrs. Jane Brown, who was known for her efforts in changing the education system to be more accessible to young Americans. After careful review of your application and academic achievements, we feel that you are an excellent choice to receive ABC Foundation funds for your university expenses including tuition, board, books, etc.

The next step is for you to fill out and return the enclosed form in order for you to receive the funding. Please do so by August 15, 2014 in order to ensure your funding for the fall semester. If you have any questions or concerns regarding this letter, please feel free to contact us at your convenience via telephone at (555)-555-5555 or email at [email] We look forward to hearing from you.

We feel confident that you will be able to achieve great things with the help you receive from ABC Foundation and trust that you will use it responsibly. We wish you every success and hope that you find your college experience enriching and fulfilling. Thank you for applying with ABC Foundation for your scholarship.

Yours sincerely,

Christian Baker

Christian A. Baker

Selections Committee

ABC Foundation