Sample Scholarship Notification Letter

Date

Dear XXXXXX:

You been selected as a recipient of a $X,XXX scholarship from the OU Club of XXXXXXX. Your achievements at school, both academically and in your extracurricular endeavors, are very impressive and we are delighted that you have chosen to attend the University of Oklahoma.

As you know from the application process, you must be enrolled in the University of Oklahoma by the fall 20XX semester to receive this award. In addition, we require a letter of acceptance from you as soon as possible, acknowledging your intent to use this scholarship. You may write to the OU Club of XXXXXXX, c/o the University of Oklahoma Association, 900 Asp, Suite 427, Norman, OK 73019-4051.

Your scholarship is for the fall 20XX and spring 20XX semesters and consists of $XXX per semester in combined non-resident tuition waiver and cash. For example; in addition to the cash award from the alumni club, OU has agreed to match each award up to $1250 per semester with a non-resident tuition waiver. The tuition waiver can only be applied toward non-resident tuition. If other waivers are offered to you, the maximum tuition waiver amount will be equal to your non-resident tuition amount each semester. You will receive no credit or cash for unused tuition waiver funds. The tuition waivers do not assist with costs associated with fees.

During August, you will receive a letter from Jill Stephens at the University of Oklahoma Alumni Association detailing the procedure for claiming this scholarship when you arrive at the University in the fall.

The primary purpose of the OU Alumni Club of XXXXXX is to encourage outstanding high school graduates in this area to attend the University of Oklahoma and to assist them whenever possible. We congratulate you on your college choice and on the high school record that has earned you one of our club's scholarship grants.

Boomer Sooner!

OU Club of XXXXXX