

Sample Scholarship, Fellowship, or Grant Award Letter

SAMPLE GRADUATE DIVISION AWARD LETTER

UCLA GRADUATE DIVISION



Offer of Graduate Student Support (20XX-20XX) - July 1, 20XX through June 30, 20XX

123456789 LAST NAME, FIRST NAME SAMPLE PROGRAM XX/XX/XXXX
 University ID Awardee: Major: Date of Offer

Graduate Division Award Offer

		<i>Summer</i>	<i>Fall</i>	<i>Winter</i>	<i>Spring</i>	<i>Totals</i>
73246	UNIVERSITY FELLOWSHIP	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00	\$21,000.00
72246	NONRES TUITION GRANT	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00
71246	REGISTRATION FEE GRANT	\$0.00	\$4,500.00	\$4,500.00	\$4,500.00	\$13,500.00
	Totals:	\$0.00	\$16,500.00	\$16,500.00	\$16,500.00	\$49,500.00

UNIVERSITY OF CALIFORNIA, LOS ANGELES

UCLA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

SAMPLE DEPARTMENT/ORGANIZATION AWARD LETTER

Sample Department
 University of California Los Angeles
 Telephone: Fax:
 E-Mail: sampledept@ucla.edu

Date: XX/XX/20XX

LAST NAME, FIRST NAME, 123456789, Congratulations! You have been chosen to receive the following
(Student's Name) *(Bruin ID#)*
 scholarship and grants for the 20XX-20XX academic year from the Sample Department to continue your studies
(Duration of Awards) *(Entity Awarding Grant)*

In the Sample Program at UCLA:

Department Scholarship in the amount of \$10,000.00 beginning Fall 20XX and a Summer Research Grant in the
(Type of Award) *(Award Amount)* *(Date Awarded)* *(Type of Award)*
 amount of \$5,000.00 beginning Summer 20XX. To accept the award offers listed above, please follow these steps...
(Award Amount) *(Date Awarded)*

Sincerely,

 SAO/Department Personnel /Awarder

Award Letter must be on official letterhead and include entity offering awards, type of awards, duration of awards, date(s) student will receive awards, and amount of awards.

