

Draft, Revised 01.06.12

SAMPLE PRELIMINARY AWARD LETTER  
(Pending clearance from Financial Aid)

DATE

FULL NAME  
ADDRESS  
CITY, STATE ZIP

Dear FIRST NAME:

Congratulations! In recognition for your outstanding academic achievements, Georgia State is delighted to notify that you are being considered for a Georgia State University Foundation scholarship award for academic year 20XX-20XX.

The award will be made from NAME OF SCHOLARSHIP FUND and consists of an annual award of \$X,XXX divided between the fall and spring semesters. If awarded, the funds will be credited to and disbursed from your student account in accordance with university procedures.

This award is contingent on final clearance by the Office of Student Financial Aid. Any student receiving aid under any federal financial aid program is limited by the student's "estimated cost of attendance" as to the total amount of aid that may be received. This applies to aid from all sources, public and private. You will find this information in your aid letter from the financial aid office or online in your financial aid record at GoSolar. If your scholarship receives final clearance from the financial aid office, you will receive a letter of confirmation from the university scholarship coordinator.

If you have questions about your scholarship, please contact me at 404.413.XXXX.

Sincerely,

NAME OF SIGNER  
TITLE OF SIGNER