

Date

Dear «First_Name»,

I am delighted to confirm that you have been selected as a recipient of the «Grant_title». Your award, made possible by the generosity of donors, is in the amount of \$«Award_amount». Congratulations!

Should you receive additional funding from other sources **totaling more than your proposed program budget**, it is expected that you will promptly notify Fellowship Programs so that an equitable arrangement can be made.

The attached agreements detail the stipulations of your award and your documentation requirements. If you have any questions that are not addressed in these materials, please feel free to reach out to us at (insert email address) or (insert phone number) during business hours.

We look forward to receiving your travel documentation and final report no later than (insert deadline).

Members of the faculty review committee join me in wishing you a productive and rewarding summer.

Kind regards,