**Email Templates for Communicating with Scholarship Applicants**

*NCCF communicates via email with each student awarded a scholarship once all paperwork from the scholarship administrator has been received, reviewed and approved by NCCF. We encourage Scholarship Administrators to notify* ***all*** *applicants of the committee’s decision soon after materials are submitted to NCCF. Below are templates of award and decline emails that you can customize and use.*

**Template: Scholarship Decline Email**

Dear STUDENT NAME:

Thank you for your thoughtful application for the SCHOLARSHIP FUND NAME. The selection committee enjoyed learning about your many accomplishments and your aspirations for the future.

Selecting a recipient for this scholarship was a highly competitive process. The committee reviewed applications from many worthy students. Unfortunately, we are unable to offer you a scholarship this year. Please know that this decision is no measure of your promise for the future.

On behalf of the selection committee, I thank you for your interest in this award and wish you every success in your future endeavors.

Kind regards,  
Scholarship administrator name  
Scholarship administrator contact information

**Template: Scholarship Award Email**

Dear STUDENT NAME:

Congratulations on your receipt of the SCHOLARSHIP FUND NAME, a fund of the North Carolina Community Foundation. You have been awarded $X.00 to be divided equally across the fall and spring semesters. We commend you for your outstanding achievements and your commitment to your education.

NCCF will follow up with an email to you, confirming your award and providing instructions on how to accept the scholarship award. Please be sure to follow their instructions so that your scholarship can be issued to your college or university. Failure to follow their instructions in a timely manner could result in forfeiture of the scholarship.

Additional information for scholarship recipients is available on the [NCCF website](https://www.nccommunityfoundation.org/apply/scholarships/for-recipients), including how to send a personal thank-you to your scholarship donor.

Again, please accept our congratulations and best wishes for success in your academic pursuits!

Sincerely,  
Scholarship administrator name  
Scholarship administrator contact information