**SAMPLE FELLOWSHIP LETTER**

(Date)

Dear XXXXX:

I am pleased to offer you a fellowship in the Department of XX for the period month/day/year to month/day/year. This award is made upon the recommendation of the faculty in the Department of (Department) and is in recognition of your excellent academic accomplishments.

You will receive a stipend of $X,XXX per month, resulting in a total payment of $X,XXX. In addition, you will be awarded tuition for full-time graduate study. During that time, you will be able to concentrate on your academic studies, since **there are no obligations of service associated with your appointment**. For this fellowship, you should ensure that you maintain a GPA of not less than X.XX.

If you would like further details on your financial aid arrangement, please do not hesitate to contact XXXXXXXX.

Sincerely yours,

XXXXXXXXXXXXX

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Student name] Date

 cc: Payroll Office