University letterhead (maybe combined with nonprofit or private)

DATE XXXXX

MR/MS (applicant)

XXXXXXXXXXX.

XXXX, XX, XXXXX

Email Address

Phone number

Dear MIDN Candidate XXXXXX:

Congratulations on your acceptance into XXXXXX University’s Navy ROTC Preparatory Program! You have been selected from a group of highly competitive applicants based on your outstanding accomplishments and potential to succeed in our NROTC Preparatory Program and as a Naval officer. The NROTC preparatory scholarship selection committee cannot yet make a final decision on your scholarship application. However, because of your outstanding achievements and promise, the committee has placed your name on our alternate list of candidates should scholarships become available. Scholarships may become available as selected candidates withdraw, fail to achieve medical clearance, fail to complete new student indoctrination, or meet other program requirements. To remain on the alternate list, you must continue to submit program required information for the Navy to verify eligibility and schedule new student indoctrination in Great Lakes, IL.

Should we be able to offer you a one-year scholarship, it will cover the remainder of tuition, housing, and room & board after application of all other financial assistance (federal, state, merit etc). To remain competitive for an NROTC prep scholarship, you must complete the Navy’s new student indoctrination and fulfillment of all other NROTC eligibility requirements. Should a scholarship and follow-on reservation become available and you accept, the Navy would then reserve a full-tuition, fees and books NROTC scholarship in your name for up to 40 months of additional benefits.

We appreciate your patience and desire to complete our NROTC preparatory program, earn a follow-on NROTC scholarship, and pursue a commission in the United States Navy. We were very impressed with your application, and value your interest in XXXXXXXX University. We will notify all XXXXXXX University scholarship selectees no later than XXAUGXX.

Sincerely,

*University NROTC Preparatory Scholarship awarding official*