

Date: [Insert Date]

Recipient Name: [Insert Graduate Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Subject: Pre-Qualification for the Recent Graduate Grant Program

Dear [Insert Graduate Name],

We are pleased to inform you that based on a preliminary review of your academic records and initial application, you have been pre-qualified for the [Insert Name of Grant Program].

This pre-qualification is based on the following criteria:

- Graduation from an accredited institution within the last [Insert Number] months.
- Current GPA of [Insert GPA] or higher.
- Completion of a degree in [Insert Field of Study, if applicable].

Please note that this letter serves as a notification of eligibility and is not a guarantee of funding. To finalize your application and receive your grant award, you must submit the following remaining documentation by [Insert Deadline Date]:

- Official University Transcripts.
- Proof of Residency or Citizenship.
- Completed Financial Aid Disclosure Form.

Once these documents are verified, our committee will perform a final review and notify you of the total grant amount awarded.

If you have any questions regarding the next steps, please contact the Grant Administration Office at [Insert Phone Number] or via email at [Insert Email Address].

Congratulations on your recent graduation and your success in reaching this stage of the program.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Organization Name]