

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title]
American Kennel Club
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the AKC scholarship program and its application process. As a dedicated student in [Your Field of Study], I am eager to learn more about the eligibility criteria and deadlines associated with the scholarship.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]
[Your Contact Number]