

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the [specific Program/Scholarship Name, e.g., Canadian Graduate Scholarship (CGS)] for [academic year or term]. I am currently [your current status, e.g., a graduate student at XYZ University pursuing a Master's/Ph.D. in ABC]. My research focuses on [briefly describe your research area or project], and I am particularly interested in [specific aspects of your research]. The support from the CGS would not only alleviate my financial burden but also enable me to [describe how the scholarship will enhance your research or studies].

I have attached [any required documents, e.g., resume, transcripts, research proposal] for your consideration. I am eager to contribute to [mention any relevant goals or research objectives of the CGS program] and am confident that my background and passion make me a suitable candidate.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Institution/Organization, if applicable]