

**\*\*CSF Scholarship Letter Submission Guidelines Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission Guidelines for CSF Scholarship Application

I hope this message finds you well. Below are the submission guidelines for the CSF Scholarship letter:

1. **\*\*Eligibility\*\***:

- Applicants must be enrolled in [specific programs/fields].
- Must demonstrate financial need and academic merit.

2. **\*\*Content Requirements\*\***:

- A personal statement outlining your educational goals and aspirations.
- A detailed account of your extracurricular activities and community service.

3. **\*\*Formatting\*\***:

- The letter should be typed, using [specific font and size].
- Maximum length: [number of pages/word count].
- Include your name and application ID at the top of each page.

4. **\*\*Submission Method\*\***:

- Submit your letter via [email/post] to [specific address/email].
- Ensure it is sent by the deadline of [specific date].

5. **\*\*Additional Documents\*\***:

- Attach a copy of your [transcript, letters of recommendation, etc.].

Please ensure adherence to these guidelines for a successful application process. If you have any questions, feel free to reach out at [contact information].

Thank you.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Institution, if applicable]