GCSE Scholarship Letter Submission Guidelines Template

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission Guidelines for GCSE Scholarship Application

I hope this letter finds you well. Below are the guidelines for submitting your GCSE scholarship application:

1. **Eligibility Criteria**:
 - Must be enrolled in a GCSE program.
 - [List any specific academic or financial criteria here.]

2. **Required Documents**:
 - Completed application form.
 - Personal statement (maximum [word limit]).
 - Academic transcripts from the past [number of years].
 - [Any additional documents required.]

3. **Submission Format**:
 - Applications should be submitted in PDF format.
 - All documents must be clearly labeled with your name.

4. **Deadline for Submission**:
 - Applications must be received by [date].

5. **Submission Method**:
 - Applications can be sent via email to [email address] or mailed to the address listed above.

6. **Contact Information**:
 - For any questions, please contact [name] at [phone number] or [email].

Thank you for your interest in our scholarship program. We look forward to receiving your application.

Sincerely,
[Your Name]
[Your Position]
[School/Organization Name]
[Contact Information]

Note: Customize the details according to specific requirements and context.