

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Department/Office Name]

McMaster University
[University Address]
[City, Province, Postal Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific scholarship name] at McMaster University. I am currently [your current status, e.g., "a second-year student in the Faculty of Science" or "applying to the Master's program in XYZ"].

Throughout my academic journey, I have consistently strived for excellence, as evidenced by [specific achievements, such as GPA, relevant coursework, research experience]. Additionally, I have been actively involved in [mention any extracurricular activities, volunteer work, or leadership roles] which have helped to develop my skills in [specific skills related to your field].

Receiving this scholarship would significantly assist me in [explain how the scholarship will benefit you, such as reducing financial burden, allowing you to focus more on your studies, etc.]. I am particularly drawn to McMaster's commitment to [mention any specific values or missions of the university that resonate with you], and I am eager to contribute to this community.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to and benefit from the McMaster community.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]