

[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 hope this letter finds you well.

I am writing to inquire about the NQF scholarship program offered by [Institution/Organization Name]. I am very interested in pursuing [Your Field of Study/Course Name] and believe that this scholarship would greatly aid my educational journey.

I would be grateful if you could provide me with further details regarding the eligibility criteria, application process, and any important deadlines associated with the scholarship. Additionally, if there are specific documents required, please let me know so that I can prepare accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]