

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Scholarship Office Name]  
[Institution/Organization Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Scholarship Officer's Name],

Subject: Request for Scholarship Status Update

I hope this message finds you well. I am writing to inquire about the status of my application for the NQF Scholarship for [specific academic year/term]. My application was submitted on [submission date], and my applicant ID is [your ID number].

I am eager to know the progress of my application, as this scholarship is crucial for my educational pursuits. I appreciate your assistance and any updates you can provide regarding the selection process.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]