

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[University/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request consideration for a scholarship to support my enrollment in the [specific graduate program] at [University Name]. I have been accepted into the [program name], commencing in [start date], and I am eager to advance my studies in [specific field or area of research].

As a [briefly describe your educational background, achievements, and relevant experience], I am passionate about [explain your interests and goals related to the program]. However, due to [describe your financial situation, including any specific challenges or reasons for needing financial support], I am in need of financial assistance to pursue my studies.

Receiving a scholarship would significantly ease my financial burden and allow me to focus on my academic and research commitments. I am dedicated to contributing positively to the [University/Program Name] community and aim to [mention any specific goals you hope to achieve through the program].

Thank you for considering my request. I am looking forward to the opportunity to discuss this further and provide any additional information needed.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]