

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University of California]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about scholarship opportunities available for prospective students at the University of California. I am particularly interested in [specific program or major] and would like to know more about the eligibility criteria and application process for scholarships related to my field of study.

I appreciate any information you could provide regarding deadlines, required documents, and potential funding sources. Thank you for your assistance, and I look forward to your response.

Sincerely,

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