

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

Dear [Recipient Name],

Subject: Follow-up on UQ Scholarship Application

I hope this message finds you well. I am writing to follow up on my scholarship application submitted on [date of submission]. I am very enthusiastic about the opportunity to study at the University of Queensland and wanted to inquire about the status of my application. I believe that the scholarship will significantly support my academic goals and contribute to my personal and professional development in the field of [Your Field of Study].

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]