

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

Dear [Recipient Name],

Subject: Inquiry Regarding UQ Scholarship Opportunities

I hope this message finds you well. My name is [Your Name], and I am interested in pursuing [specific degree or program] at the University of Queensland. I am writing to inquire about the scholarship opportunities available for prospective students, particularly those that align with my academic background and financial needs.

I would greatly appreciate any information on the types of scholarships offered, eligibility criteria, and application deadlines. Understanding these details will help me to prepare my application accordingly.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]