

[Your Name]  
[Your Student ID]  
[Your Program/Department]  
[Date]  
[Scholarship Committee's Name]  
[University of Queensland]  
[University Address]  
[City, State, Zip Code]

Dear [Committee/Recipient's Name],

Subject: Progress Report for [Scholarship Name]

I hope this letter finds you well. I am writing to provide you with an update on my progress as part of the [Scholarship Name] at the University of Queensland for the [specify semester/year].

1. **\*\*Academic Performance:\*\***

- [Brief overview of your grades, courses taken, and any academic achievements].

2. **\*\*Extracurricular Involvement:\*\***

- [Details about clubs, organizations, volunteer work, or other extracurricular activities].

3. **\*\*Research/Projects:\*\***

- [Description of any research projects, internships, or practical experiences].

4. **\*\*Goals for the Future:\*\***

- [Outline of your short-term and long-term academic and career goals].

5. **\*\*Challenges and Support Needed:\*\***

- [Mention any challenges faced and any support you may need from the scholarship committee].

Thank you for your continued support. I look forward to your feedback and hope to continue making progress in my studies.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]

[Your Email Address]