

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

Dear [Recipient Name],

Subject: Scholarship Application Rejection

I hope this message finds you well.

I am writing to formally acknowledge the receipt of your notification regarding my application for the [specific scholarship name] at the University of Queensland. I appreciate the time and consideration given to my application.

Regrettably, I have been informed that my application was not successful this year. While I am disappointed, I understand the highly competitive nature of the selection process.

I would like to express my gratitude for the opportunity to apply and would appreciate any feedback regarding my application, as it would be invaluable for my future endeavors.

Thank you once again for your consideration. I hope to have the chance to apply for scholarships at UQ in the future.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]