

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

Dear [Recipient Name],

I am writing to formally apply for the [Name of Scholarship] at the University of Queensland. I am currently a [Your Year] student majoring in [Your Major] and I am eager to further my education with the support of this scholarship.

[Paragraph 1: Introduction of yourself and your academic background. Mention your current course and any relevant achievements.]

[Paragraph 2: Discuss your financial need and how the scholarship will help you pursue your academic goals. Mention any hardships you may be facing.]

[Paragraph 3: Highlight your extracurricular activities, leadership roles, and any community service involvement that supports your application.]

[Paragraph 4: Conclude by expressing your gratitude for the opportunity to apply and your enthusiasm for contributing to UQ's community.]

Thank you for considering my application. I look forward to the possibility of being awarded the [Name of Scholarship] and am eager to contribute to the University of Queensland.

Sincerely,
[Your Name]