

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Scholarship Committee/Relevant Department]
[University of Queensland]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state your purpose for writing the letter. Mention the scholarship you are applying for and briefly explain your current situation or background.]

[Second paragraph: Elaborate on your academic achievements, extracurricular activities, and any relevant work experience. Highlight your skills, qualities, and accomplishments that make you a suitable candidate for the scholarship.]

[Third paragraph: Explain your financial need or personal circumstances that justify your application for the scholarship. Provide details that paint a picture of your situation without being overly dramatic.]

[Closing paragraph: Express your gratitude for considering your application. Mention your enthusiasm for the opportunity and any additional documents you are including or willing to provide. Offer to discuss your application further if needed.]

Thank you for your time and consideration. I look forward to the possibility of contributing to and thriving at the University of Queensland.

Sincerely,

[Your Name]

[Attachments: Resume, Academic Transcripts, etc.]