

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

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

Dear [Recipient's Name or "Scholarship Committee"],  
I am writing to express my interest in applying for the [Name of Scholarship] at the University of Queensland. As a prospective [Your Degree Program] student, I am highly motivated to pursue my academic and professional goals, and I believe that this scholarship will help support my journey.

**\*\*Introduction:\*\***

- Briefly introduce yourself.
- State your current educational status and program of interest.

**\*\*Academic Achievements:\*\***

- Highlight key academic accomplishments.
- Mention relevant coursework or projects that relate to the scholarship.

**\*\*Extracurricular Activities:\*\***

- Discuss any leadership roles, volunteer work, or community involvement.
- Emphasize skills developed through these activities.

**\*\*Career Goals:\*\***

- Describe your short-term and long-term career aspirations.
- Explain how the scholarship aligns with these goals and supports your professional development.

**\*\*Conclusion:\*\***

- Reiterate your enthusiasm for the opportunity.
- Thank the committee for considering your application and express hope for a positive response.

Sincerely,  
[Your Name]