

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

[Recipient's Name]
[Title]
[University of Queensland]
[Department or Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [specific scholarship name] at the University of Queensland. I am currently a [your year, e.g., first-year] student majoring in [your major] and am eager to further my academic journey with the support this scholarship offers.

[Paragraph 1: Introduction and background information about yourself, including your current studies, achievements, and motivation for applying for the scholarship.]

[Paragraph 2: Discuss your academic performance, relevant skills, and any extracurricular activities or volunteer work that demonstrate your commitment and qualifications for the scholarship.]

[Paragraph 3: Explain how the scholarship will benefit you personally and academically, including specific goals you wish to achieve and how this scholarship will help you reach them.]

[Paragraph 4: Thank the committee for considering your application and express your enthusiasm for the opportunity to be a part of the University of Queensland community.]

Sincerely,

[Your Name]

[Your Student ID (if applicable)]