

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the scholarship opportunities available at [University Name] for the [upcoming academic year/semester].

I am particularly interested in [specific scholarship or program name, if applicable], as I believe it aligns well with my academic goals and financial needs. I am currently enrolled in [your current school/course] and have maintained a [mention your GPA or relevant achievements].

Could you please provide me with information regarding the application process, eligibility criteria, and any upcoming deadlines? Additionally, I would appreciate any details on supplementary materials that may be required as part of the application.

Thank you for your assistance. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program of Study]