

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Scholarship Committee Name]
[Organization/University Name]
[Address]
[City, State, ZIP Code]

Dear [Scholarship Committee Name or Specific Individual's Name],
I am writing to inquire about the eligibility criteria for the [Name of Scholarship] for the academic year [Year]. I am particularly interested in understanding the following:

1. Academic requirements (GPA, field of study, etc.)
2. Financial need criteria
3. Application process deadlines
4. Any additional qualifications necessary for consideration

As a [your current status, e.g., high school senior, college student], I am eager to explore opportunities that will assist me in furthering my education. I would greatly appreciate any information you could provide regarding the eligibility for this scholarship.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]