

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

Dear [Scholarship Office/Recipient's Name],  
I hope this message finds you well. My name is [Your Name], and I am [a prospective/current student] at [University Name]. I am writing to inquire about the [specific scholarship name] scholarship for the [academic year/semester].

I would like to obtain further details regarding the eligibility requirements, application process, and deadlines associated with this scholarship. Additionally, I am interested in understanding any specific criteria that applicants should be aware of.

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

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]