

**\*\*UJ Scholarship Letter Structure Guide\*\***

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**\*\*[Your Name]\*\***

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**\*\*[Scholarship Committee's Name]\*\***

[University of Johannesburg]

[Department or Address]

[City, State, Zip Code]

Dear [Scholarship Committee or Specific Name],

**\*\*Subject: Application for [Specific Scholarship Name]\*\***

1. **\*\*Introduction\*\***

- Briefly introduce yourself (name, current educational status, field of study).

- State the purpose of the letter (to apply for a specific scholarship).

2. **\*\*Academic Achievements\*\***

- Highlight your academic performance and achievements.

- Mention relevant coursework, projects, or research that supports your application.

3. **\*\*Extracurricular Activities\*\***

- Discuss your involvement in clubs, organizations, or community service.

- Emphasize leadership roles and skills developed through these activities.

4. **\*\*Personal Statement\*\***

- Share your passion for your field of study and career aspirations.

- Explain any personal challenges or experiences that have shaped your journey.

5. **\*\*Financial Need\*\***

- Briefly explain your financial situation and the need for the scholarship.

- Highlight how the scholarship will enable you to pursue your studies.

6. **\*\*Conclusion\*\***

- Thank the committee for considering your application.

- Express enthusiasm about the opportunity and willingness to provide further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

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**\*\*Enclosures:\*\***

- [List any supporting documents, e.g., transcripts, recommendation letters, etc.]