

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

Dear [Scholarship Office/Recipient's Name],
I hope this letter finds you well. My name is [Your Name], and I am a prospective student interested in applying for the [specific scholarship name] at the University of Queensland for the academic year [year].
I am writing to inquire about the specifics of the scholarship application process, including eligibility criteria, deadlines, and any required documentation. Additionally, I would like to know if there are any specific attributes or achievements that the selection committee particularly values.

I have a strong academic background in [Your Field of Study/Interest], coupled with [briefly state any relevant experience or achievements]. I am very passionate about furthering my education and believe that the University of Queensland would be the perfect place for me to achieve my goals.

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

Sincerely,

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