

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

Dear Members of the Scholarship Committee,

I am writing to formally request consideration for the [specific scholarship name] at the University of Queensland. I am currently a [your current year, e.g., first-year] student pursuing a degree in [your field of study], and I am passionate about [briefly explain your interests or goals related to the field].

[Explain your financial situation briefly, mentioning any circumstances that necessitate the scholarship. Be specific about how the scholarship will assist you in your studies and future goals.]

In addition to my academic pursuits, I have been actively involved in [mention any relevant extracurricular activities, volunteer work, or leadership roles]. I believe that these experiences have equipped me with [mention skills or qualities], which I will bring to my studies and the university community.

I have attached the necessary documents, including [list any documents you are including, like transcripts, letters of recommendation, etc.], and I am happy to provide any additional information you may need.

Thank you for considering my application for the [specific scholarship name]. I deeply appreciate the opportunity to further my education at the University of Queensland and hope to contribute positively to the university community.

Sincerely,

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