

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University of Queensland]
[Department/Office Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: UQ Scholarship Status Update

I hope this letter finds you well. I am writing to inquire about the status of my scholarship application for the [specific scholarship name] for the [academic year/semester]. My application reference number is [insert reference number].

I submitted my application on [submission date] and have been eagerly awaiting updates regarding the selection process.

I would appreciate any information you could provide regarding my application's current status or the timeline for decisions. Thank you for your attention to my inquiry.

I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]