

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the UQ Scholarship submitted on [date of application]. I wanted to express my continued interest in the scholarship and inquire about the status of my application.

I understand that the selection process can be extensive, and I appreciate the effort that goes into reviewing each application. If there is any additional information or documentation needed from my side, please do not hesitate to let me know.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]