

(enter your name)
(enter your address)
(enter your contact details)

(enter recipient name)
(enter recipient department)
(enter university address)

(insert date)

RE: Application for the (insert name) Scholarship

Dear (insert name)/Selection Committee,

This letter acts as a request for the (insert name of scholarship) and with this document I submit the rest of the application. I am currently a (insert subject name) student at (insert university name) and will be starting my (enter year of study) this fall/next month/in October.

I am applying for this scholarship due to financial difficulties/a keen interest in the subject/to be able to support my studies. (give more details on the reason for the application). I came to hear about the (enter name) scholarship through a friend/a professor/an advertisement on campus.

Throughout my educational career I have always been hard-working and determined, always putting in 100% effort with any task I must complete. I hope you will be able to consider my application and take into account my circumstances to see what arrangement will be best.

If there are any doubts or questions about my application, please contact me at any time. I will make a visit to the (insert name) department next week to confirm you have received my application.

Thank you for your time.

(hand signature)
(insert full name)