

# Request for Graduate Scholarship Consideration

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Title]  
[Department/Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request consideration for the graduate scholarship opportunity available at [University Name] for the [specific program name] starting in [start date]. I am particularly interested in this scholarship as it would greatly assist me in pursuing my academic and professional goals.

As a [your current educational status or job title] with a passion for [your field of study], I have consistently demonstrated a commitment to excellence through [mention any relevant achievements, experiences, or qualifications]. My goal is to contribute to [specific field or community] and I believe that this scholarship will enable me to achieve that aim.

I have attached my [resume/CV, transcript, or other relevant documents] for your review. I appreciate your time and consideration and hope to discuss my application further.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]