

Request for Educational Grants

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Alumni Association Name]

[Association Address]

[City, State, Zip Code]

Dear [Alumni Association Contact Name],

I hope this message finds you well. I am writing to request consideration for educational grants offered by the [Alumni Association Name]. As a proud alumnus of [University/College Name], I am seeking support for [specific purpose, e.g., tuition, research, travel for academics, etc.] to further my education and contribute to our community.

Currently, I am enrolled in [Your Program/Field of Study] at [Your Institution]. I believe that with your support, I can [briefly explain your goals and how the grant would help you achieve them].

Attached are my academic records and a brief outline of my proposed project. I would be grateful for any consideration you can provide regarding available grants or funding opportunities.

Thank you for your time and support of our alumni community. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Graduation Year]