

Inquiry About Need-Based Scholarship Eligibility

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Scholarship Office/Department Name]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for the need-based scholarships offered by [Institution Name]. As a current/future student in [Your Program/Field of Study], I am eager to explore financial assistance opportunities to support my education.

Could you please provide information on the following:

- The specific criteria that determine eligibility for need-based scholarships.
- Any required documentation or forms that need to be submitted.
- Deadlines for application submissions.
- Additional resources or contacts for further questions.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Student ID (if applicable)]