

Scholarship Application Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Scholarship Committee/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Scholarship Committee/Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the scholarship application process for [specific scholarship name or type]. I am a [your current educational status, e.g., high school senior, undergraduate student] at [your institution] and I am very interested in applying.

Could you please provide me with the following information:

- The eligibility criteria for the scholarship
- The application deadline
- The required documents for submission
- Any additional information that may assist me in the application process

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

Sincerely,

[Your Name]