

Inquiry About Scholarship Program for Graduate Studies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I am currently pursuing my graduate studies in [Your Field of Study] at [Your University/Institution]. I am writing to inquire about the scholarship opportunities available for graduate students, specifically for the upcoming academic year.

Could you please provide me with information regarding the application process, eligibility criteria, and any specific deadlines I should be aware of? Additionally, I would appreciate any insights on the selection criteria and award amounts.

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

Sincerely,

[Your Name]