

Scholarship Program Inquiry

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Recipient Name: [Scholarship Coordinator's Name]

Organization: [Scholarship Program Organization]

Address: [Organization Address]

City, State, Zip Code: [Organization City, State, Zip Code]

Dear [Scholarship Coordinator's Name],

I hope this letter finds you well. I am writing to inquire about the availability of need-based financial aid for the [name of the scholarship program] for the academic year [year]. I am currently [describe your current academic status, e.g., a high school senior, a college student, etc.] and I am very interested in applying for this scholarship, given my financial situation.

Due to [briefly explain your financial need], I am seeking assistance to help fund my education. I would greatly appreciate any information you could provide regarding the application process, eligibility criteria, and deadlines for the scholarship program.

Thank you for considering my inquiry. I look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email] if you need any further information.

Sincerely,

[Your Name]