

# Merit-Based Scholarship Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Scholarship Committee/Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., "high school senior"] interested in applying for the [Specific Scholarship Name] at [Institution Name]. I am writing to inquire about the eligibility criteria and application process for this merit-based scholarship.

As a dedicated student with a strong academic record and involvement in [mention any leadership roles, extracurricular activities or volunteer work], I am eager to learn more about how I might qualify for this opportunity.

Could you please provide me with information regarding the scholarship's requirements, deadlines, and any additional documentation needed for the application? I appreciate your time and assistance in this matter.

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

Sincerely,

[Your Name]