

Request for Establishment of Scholarship Endowment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to propose the establishment of a scholarship endowment fund to support students pursuing [specific field or purpose]. This fund aims to provide financial assistance to deserving students who demonstrate [criteria for selection, e.g., academic excellence, financial need, community involvement].

The scholarship endowment will not only ease the financial burden on students but also encourage them to excel in their studies and contribute positively to the community. I believe that by investing in education, we can create a brighter future for many individuals.

I would be grateful for the opportunity to discuss this proposal further and explore potential collaboration with [Organization/Institution Name] in establishing this scholarship endowment. Please feel free to contact me at your earliest convenience.

Thank you for considering this important initiative.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]