

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[University/Organization 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 a prospective graduate student interested in pursuing [Your Field of Study] at [University Name]. I am writing to inquire about potential scholarship opportunities available for graduate studies.

I have thoroughly researched the programs offered at [University Name], and I am particularly impressed with [specific program or faculty]. I believe that this program aligns perfectly with my academic and career aspirations.

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

Sincerely,

[Your Name]