

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request guidance regarding the eligibility criteria for funding opportunities available at [University Name]. As a prospective student currently evaluating my financial options, I would greatly appreciate your assistance in understanding the requirements and processes involved.

Specifically, I am interested in [mention specific funding options, e.g., scholarships, grants, assistantships, etc.], and would like to know more about the eligibility criteria, application deadlines, and any relevant documentation needed for consideration.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]