

# Request for Formal Offer Letter for Scholarship Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Scholarship Committee/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an offer letter for the [Name of Scholarship Program] that I applied for on [Application Date]. I am excited about the opportunity to pursue my studies with the support of this esteemed scholarship.

I believe that receiving this scholarship will enable me to [briefly explain how the scholarship will help you achieve your educational or career goals]. I am eager to contribute positively to the [Scholarship Program/Organization Name] community and uphold its values.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]