

Date

Name of Director or Contact of Organization
Name of Organization
Address of Organization

Dear (Name of Director or Contact),

I am writing to you with regard to any student assistance that the Name of Organization may offer to students seeking a college education.

(Write a short paragraph about your background and career goals. If you know the criteria of a specific scholarship, show how you meet those criteria.)

Please forward any information to me about student financial assistance through the Name of Organization, including how I might apply and any deadlines for applying for the 20XX – 20XX academic year. If you require any further information, please feel free to contact me. Thank you for your time and consideration.

Sincerely,

Your Name
Address
Phone Number
Email