

# Sample Inquiry Letter for College Admission with Scholarship Request

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

Admissions Office  
[College/University Name]  
[College/University Address]  
[City, State, ZIP Code]

Dear Admissions Officer,

I am writing to express my keen interest in applying for admission to **[College/University Name]** for the [upcoming academic year/semester] to pursue a degree in **[your intended major or field of study]**. Having researched your institution's excellent academic programs and vibrant campus life, I am eager to become part of your esteemed community.

I have completed my [high school/previous education background], graduating with [mention any awards, honors, GPA, or distinctions if applicable]. My academic journey has been marked by dedication and a strong commitment to learning. In addition, I have actively participated in [extra-curricular activities, leadership roles, volunteer work, etc.], further enriching my educational experience.

As I plan my higher education, I am seeking information regarding available scholarships and financial aid options at your institution. Due to [briefly mention financial need or circumstances], receiving financial assistance will be instrumental in supporting my academic goals. I would greatly appreciate any details about the eligibility criteria, application procedures, and important deadlines for scholarships offered to incoming students.

Thank you very much for considering my inquiry. I look forward to your response and any materials or guidance you can provide to assist me with both the admission and scholarship application processes.

Sincerely,  
[Your Name]