

# Sample Inquiry Letter for Undergraduate Scholarship Opportunities

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

[Scholarship Committee or Specific Contact Person]  
[Name of Educational Institution or Scholarship Organization]  
[Address]  
[City, State, ZIP Code]

Dear [Scholarship Committee/Recipient Name],

I am writing to inquire about available undergraduate scholarship opportunities offered by [Name of Institution/Organization] for prospective students. I am highly interested in pursuing my undergraduate studies at your esteemed institution and would appreciate any information regarding scholarships or financial aid programs for which I may be eligible.

Specifically, I would be grateful if you could provide details regarding:

- Types of undergraduate scholarships or grants available
- Eligibility criteria and academic requirements
- Application procedures and necessary documentation
- Important deadlines and selection timelines
- Benefits and obligations associated with each scholarship

I am committed to achieving academic excellence and contributing positively to the campus community. Any guidance or recommendations you can provide regarding financial aid resources would be greatly appreciated.

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

Sincerely,  
[Your Name]