

# College Admission Inquiry Letter Template with Merit-Based Scholarship Request

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

## Admissions Office

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

Dear Admissions Officer,

I am writing to express my sincere interest in applying for admission to [College/University Name] for the [intended semester/year]. After researching various institutions, I am particularly drawn to your esteemed university because of its strong [mention relevant department/program] and its commitment to fostering academic excellence and personal growth.

I am currently a student at [Your Current School Name], where I have maintained a [GPA/academic standing] and have been involved in [mention extracurricular activities, leadership roles, or notable achievements]. These experiences have equipped me with the skills and motivation necessary to thrive in a challenging and vibrant college environment such as yours.

As I consider the significant investment in my higher education, I would like to inquire about the possibility of being considered for any merit-based scholarships available to incoming students. My academic dedication and active participation in [academics/extracurriculars/community service] demonstrate my commitment to excellence, which I hope aligns with the criteria for your merit-based awards.

I would greatly appreciate any information regarding the application process, deadlines, and requirements for merit-based scholarships. It would be an honor to contribute my skills and enthusiasm to [College/University Name] as both a student and an engaged member of the campus community. I am confident that with your support, I can make the most of the educational opportunities your institution offers.

Thank you very much for your time and consideration. I look forward to your response and hope for the opportunity to join [College/University Name] in the upcoming academic year.

Sincerely,  
[Your Name]