

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]