

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

[Recipient's Name]
[Title/Position, if known]
[Name of Institution or Scholarship Provider]
[Institution Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to respectfully inquire about the eligibility criteria for the [Name of Scholarship] offered by your esteemed institution. I am highly interested in applying for this scholarship and would appreciate any detailed information regarding the specific requirements and qualifications necessary for applicants.

Specifically, I would like clarification on the following points:

- Academic qualifications and minimum grade requirements
- Eligible fields of study or programs
- Citizenship or residency restrictions
- Financial documentation or need-based requirements, if any
- Other prerequisites, such as extracurricular involvement or letters of recommendation

Your guidance and clarification on these matters will greatly assist me in determining my eligibility and preparing a complete and competitive application. I would be grateful if you could send me any official documents, guidelines, or resources that outline the scholarship requirements in detail.

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

Sincerely,
[Your Name]