

# Sample Inquiry Letter for Financial Need-Based Scholarships

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

[Scholarship Committee/Admissions Office]  
[Institution Name]  
[Institution Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

I hope this message finds you well. My name is [Your Name], and I am currently a [current year, e.g., high school senior] with a strong passion for [mention your field of interest or intended major]. I am writing to respectfully inquire about the availability of financial need-based scholarships at [Institution Name].

Due to my family's limited financial resources, I am concerned about my ability to cover the cost of higher education, despite my unwavering commitment to pursuing academic excellence. Throughout my academic career, I have maintained a [mention your GPA or academic achievement], participated in [mention extracurricular activities, volunteer work, or leadership roles], and demonstrated a dedication to my studies and personal development.

I would greatly appreciate any information regarding eligibility criteria, the application process, required documentation, and deadlines for financial need-based scholarships or grants offered by [Institution Name]. Additionally, if there are specific resources or contacts that could assist me in this process, I would be grateful for your guidance.

Thank you very much for your time and consideration. I look forward to your response and any resources or advice you can provide.

Sincerely,  
[Your Name]