

Formal Letter Sample for International Student Scholarship Application

Your Name

Your Address

City, State, ZIP Code

Country

Email Address

Phone Number

Date**Scholarship Committee**

[Name of University or Scholarship Organization]

Scholarship Office Address

City, State, ZIP Code

Country

Dear Scholarship Committee,

I am writing to express my sincere interest in applying for the [Name of Scholarship] as an international student at [Name of University]. I am currently completing my [highest completed level of education] at [Name of Last Institution], where I have maintained outstanding academic performance, ranking among the top [X]% of my class.

Throughout my academic journey, I have demonstrated my commitment to excellence and dedication to my chosen field, [Your Chosen Field of Study]. My recent project on [Briefly Mention an Academic Achievement or Research] won first place in [Competition/Event], highlighting my enthusiasm for innovative and impactful work.

Pursuing my studies at [Name of University] is a crucial step toward achieving my career ambitions and contributing positively to my community and the global academic society. However, as an international student, financial limitations pose a significant challenge to realizing this goal. Receiving the [Name of Scholarship] would enable me to focus on my studies and fully immerse myself in the academic and extracurricular opportunities that [Name of University] offers.

I am deeply grateful for your consideration of my application. I am confident that, with your support, I will be able to make the most of my educational journey and give back to both the university and my home community. Please find attached all required documents for your review.

Thank you very much for your time and consideration. I look forward to the opportunity to contribute to the vibrant academic environment at [Name of University].

Sincerely,

[Your Name]