

Sample Inquiry Letter for Renewal of Scholarship Conditions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Office Name]

[Institution/Organization Name]

[Office Address]

[City, State, Zip Code]

Dear [Scholarship Coordinator's Name],

I hope this message finds you well. I am writing to kindly inquire about the process and requirements for the renewal of my [Name of Scholarship] for the upcoming academic year. I am sincerely grateful for the support I have received thus far, and I wish to ensure I fulfill all necessary conditions to maintain my scholarship.

In particular, I would like to request clarification on the following points:

- Current eligibility criteria for scholarship renewal
- Required documents and forms for the renewal process
- Relevant deadlines for submission of materials
- Any changes to the scholarship terms or conditions for the next year

Please let me know if there is any additional information or documentation I should prepare. Thank you very much for your time and assistance. I look forward to your response and to the opportunity to continue benefiting from this scholarship.

Sincerely,

[Your Name]