

# Sample Inquiry Letter for Scholarship Eligibility Requirements

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

[Scholarship Committee Name or Contact Person]  
[Name of Organization or Institution]  
[Address]  
[City, State, ZIP Code]

Dear [Scholarship Committee Name or Contact Person],

I hope this letter finds you well. My name is [Your Name], and I am currently [describe your current status, e.g., a high school senior at XYZ High School or a current undergraduate student at ABC University]. I am writing to inquire about the specific eligibility requirements for the [Name of Scholarship] offered by your esteemed organization.

As I am very interested in applying for this scholarship to support my educational pursuits, I would be grateful if you could provide detailed information regarding the following aspects:

- Academic qualifications required (e.g., minimum GPA, standardized test scores, specific courses, etc.)
- Criteria related to financial need assessment
- Expectations concerning community service, extracurricular activities, or leadership experiences
- Any other particular requirements or documentation necessary for application

Thank you very much for your time and assistance. I am eager to ensure I meet all qualifications before submitting my application, and your guidance will be invaluable to me during this process. Please let me know if there is any additional information I should provide.

I look forward to your response.

Sincerely,  
[Your Name]