

Sample Inquiry Letter for Scholarship Selection Criteria

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

[Scholarship Coordinator's Name]
[Scholarship Foundation or Organization Name]
[Office Address]
[City, State, ZIP Code]

Dear [Scholarship Coordinator's Name],

I am writing to respectfully inquire about the selection criteria for the **[Name of Scholarship]**. As a prospective applicant, I am eager to ensure that I meet all necessary requirements and submit a complete and competitive application.

I would greatly appreciate it if you could provide detailed information regarding the following:

- The specific eligibility requirements and qualifications for this scholarship
- The criteria and process used to evaluate applications
- The types of supporting documents required for submission
- Any additional factors or recommendations that might enhance an applicant's chances of selection

Understanding these important details will enable me to prepare my application effectively and fulfill all expectations set by the selection committee. Thank you very much for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]