

# Sample Admission Inquiry Letter with Scholarship Request for Undergraduate Studies

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

Admissions Office  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to express my keen interest in applying for an undergraduate program at **[University Name]**. Having researched various institutions that offer excellent academic programs in **[Intended Major/Field of Study]**, I am highly impressed by your university's curriculum, faculty, and commitment to academic excellence.

I have recently completed my secondary education at **[Your School Name]**, where I achieved outstanding academic results, including **[list any notable achievements, GPA, awards]**. My passion for **[Intended Major/Field of Study]** is fueled by my desire to **[describe academic goals or career aspirations]**, and I am confident that studying at **[University Name]** will provide the intellectual and personal growth needed to achieve these ambitions.

As I come from a modest financial background, I kindly request information regarding available scholarships or financial aid opportunities that could assist me in pursuing my undergraduate studies at your esteemed institution. I would greatly appreciate details about eligibility criteria, application procedures, and any important deadlines for scholarships designated for international students/new applicants (if applicable).

Thank you very much for your time and consideration. I look forward to your response and hope to become a part of the vibrant academic community at **[University Name]**.

Sincerely,  
[Your Name]