

Sample Inquiry Letter for Postgraduate Scholarship Funding

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

[Recipient Name]
[Title/Position (if applicable)]
[Scholarship Office or Department Name]
[University/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name/Scholarship Coordinator],

I am writing to inquire about postgraduate scholarship funding opportunities offered by [University/Organization Name] for the upcoming academic year. I have recently completed my [your most recent academic degree, e.g., Bachelor of Science in Biology] at [Your University Name], graduating with [mention your honors, GPA, or significant achievements if applicable]. My primary research interests lie in [briefly describe your area of research interest, e.g., molecular biology and its applications in medical science].

I am particularly interested in pursuing a [specify your intended program, e.g., Master's/Ph.D.] in [specific field or department, e.g., Biomedical Sciences] at your esteemed institution. I would greatly appreciate it if you could provide information regarding available scholarships or funding options for prospective postgraduate students. Specifically, I am interested in learning about:

- Eligibility requirements
- Application procedures
- Application deadlines
- Required documentation
- Any additional criteria or recommendations

I am eager to continue my academic and research career at [University/Organization Name] and would be grateful for any guidance or resources you could provide concerning financial support. Please let me know if you require any further information or documentation from my end.

Thank you very much for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]