

Sample Inquiry Letter for Scholarship Deadline Clarification

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

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

Dear [Scholarship Committee/Contact Person],

I hope this message finds you well. I am writing to request clarification regarding the application deadlines for the [Name of Scholarship] scholarship. While I have reviewed the information provided on your website, I would like to confirm the exact date and time by which applications must be submitted to ensure my eligibility.

I am very interested in applying for this opportunity and want to make certain that all of my materials are submitted in a timely manner. If there are any additional details or specific instructions related to the deadline, such as time zone considerations or document submission requirements, I would greatly appreciate your guidance.

Thank you very much for your time and assistance. I look forward to your prompt response so I can complete my application accordingly.

Sincerely,
[Your Name]