

# Sample Inquiry Letter for Merit-Based Scholarship Information

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

[Scholarship Committee or Admissions Office]  
[Institution Name]  
[Institution Address]  
[City, State, ZIP Code]

Dear Scholarship Committee,

I am writing to inquire about merit-based scholarship opportunities offered at **[Institution Name]**. As a prospective student with a strong academic background and a passion for **[your field of interest]**, I am very interested in exploring scholarship options that reward academic excellence.

Currently, I am a student at **[Your Current School]**, where I have maintained a GPA of **[Your GPA]** and have actively participated in **[mention any relevant extracurricular activities, leadership roles, community service, etc.]**. Given my academic achievements and dedication, I believe I may qualify for merit-based scholarships at your esteemed institution.

I would be grateful if you could provide detailed information regarding:

- The merit-based scholarships available to incoming students
- Eligibility criteria and selection process
- Application deadlines and required documentation
- Any additional requirements or recommendations

Thank you very much for your time and assistance. I look forward to your response and to learning more about the scholarship opportunities at **[Institution Name]**.

Sincerely,  
[Your Name]