

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

[Recipient's Name]
[Recipient's Title/Position]
[Scholarship Office or Institution Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to respectfully request information regarding the scholarship application procedures for [Name of Scholarship or Program], offered by your esteemed institution. As a prospective applicant, I wish to ensure that I am fully informed and prepared prior to submitting my application.

Specifically, I would be grateful if you could provide detailed guidance on the following aspects:

- **Eligibility Criteria:** Kindly outline the requirements and qualifications necessary to apply for the scholarship.
- **Required Documents:** Please specify the documents and supporting materials that must be included with the application.
- **Submission Deadlines:** I would appreciate clarification on relevant deadlines for the application and supporting documentation.
- **Selection Process:** Kindly describe the selection criteria and the process through which applicants are evaluated and chosen.

I am eager to meet all necessary requirements and adhere to stipulated timelines to maximize my chances of a successful application. Any additional advice or documentation you consider helpful for prospective applicants would be warmly welcomed.

Thank you for your time and assistance. I look forward to your prompt response with the requested information.

Yours sincerely,
[Your Name]