

Formal Letter for Scholarship Application for Postgraduate Studies — Sample

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

[Scholarship Committee Name]
[Scholarship Provider/University Name]
[Office/Department Address]
[City, State, ZIP Code]

Dear Members of the Scholarship Committee,

I am writing to express my sincere interest in applying for the **[Name of Scholarship]** for postgraduate studies in **[Your Chosen Program]** at **[University Name]**. I have recently completed my undergraduate degree in **[Your Undergraduate Program]** from **[Your Undergraduate University]**, where I graduated with **[Honors/Distinction, if any]** and maintained a **[Your GPA]** GPA. My academic achievements and dedication to advancing my knowledge and skills make me an ideal candidate for this generous scholarship opportunity.

During my undergraduate studies, I was actively involved in **[extracurricular activities, research projects, or internships]** that helped me develop critical thinking, research, and leadership skills. My passion for **[Field/Area of Study]** drives my aspiration to further my education through postgraduate studies. I am confident that advanced training in this field will enable me to contribute significantly to **[intended career, community, or area of impact]**.

Despite my dedication and strong academic record, I am currently facing financial constraints that may hinder my ability to pursue further studies. My family's income is limited, and I am seeking financial assistance to cover tuition fees and living expenses. Being awarded the **[Name of Scholarship]** would greatly ease my financial burden and allow me to fully concentrate on my academic and research endeavors.

I am committed to upholding the values and standards of **[University Name]** and will strive for excellence in my postgraduate studies. I am confident that the knowledge and experience gained through this program will equip me to make meaningful contributions to both my field and society.

I sincerely thank you for considering my application. I am available to provide any further information or documentation upon request. I look forward to the opportunity to discuss my application in greater detail.

Yours faithfully,
[Your Name]