

# Admission Request Letter with Need-Based Scholarship Inquiry Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office]

[Name of Institution]

[Address of Institution]

[City, State, Zip Code]

## Subject: Request for Admission and Inquiry about Need-Based Scholarship Opportunities

Dear [Admissions Officer's Name],

I am writing to express my sincere interest in applying for admission to the [Program Name, e.g., Bachelor of Science in Computer Science] at [Name of Institution] for the [upcoming academic year/semester, e.g., Fall 2024]. I have recently completed my [high school education/previous degree] at [Name of School/Institution], where I maintained a strong academic record and actively participated in extracurricular activities.

[Add a brief summary of your academic achievements, leadership roles, or other pertinent skills and experiences related to the program.]

As someone who is passionate about pursuing higher education yet faces financial challenges, I would like to inquire about the need-based scholarships and other forms of financial aid available for prospective students. My family's financial circumstances make it difficult to bear the full cost of tuition and related expenses. Therefore, receiving scholarship assistance would be instrumental in enabling me to pursue my academic goals at your esteemed institution.

I kindly request information on the eligibility criteria, application process, and deadlines for need-based scholarships. Additionally, if you require any documentation to support my financial need, please let me know so that I may provide the necessary information promptly.

Thank you for considering my application. I am eager for the opportunity to contribute to the vibrant academic community at [Name of Institution]. Please feel free to contact me if you have any questions or need further information.

Sincerely,

[Your Name]