

# Sample Scholarship Inquiry Letter

This letter provides a sample format for inquiring about private student aid funds. Of course, you must first identify foundations and organizations which offer such assistance. You can get help finding the names and addresses of sources of private aid from a reference librarian in your public library or by browsing on the Internet. Once you have obtained that information you will need to customize this letter to fit your own background and needs by replacing the text printed in boldface below.

**Your complete mailing address**

**Date**

**Ms. T. Sample, Director  
XYZ Organization  
Moneytown, USA 99999**

**Dear Ms. Sample:**

I am writing to inquire about any student assistance that the **XYZ Organization** may offer to college-bound students.

**(Enter a concise paragraph about your background and goals. Try to show how you meet the requirements of the organization's financial aid program. If this is a letter to find out if the organization offers aid, write a short paragraph about how your background and ambitions coincide with the mission of the organization.)**

I would greatly appreciate information about any student financial assistance available through the **XYZ Organization**, including how I can apply for this assistance. Information about application deadlines for the **20XX-20XX** academic year would also be appreciated. If you require any further information, please do not hesitate to contact me by phone at **(your area code and phone number)** or via e-mail at **(your e-mail address)**.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

**Your Name**