Letter of Intent for Scholarship

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of recipient]

[Position, Office/Department]

[Name of institution/organization]

Dear Mr./Mrs./Ms. [name of recipient],

 My name is [YOUR FULL NAME], and I would like to apply for a Master’s/Doctoral degree in [NAME OF COURSE PROGRAM] in [STATE NAME OF GRADUATE SCHOOL]. I am a graduate of [STATE NAME OF YOUR UNDERGRADUATE DEGREE] from [STATE NAME OF THE UNIVERSITY/COLLEGE YOU’VE PREVIOUSLY ATTENDED]. With this, I humbly request your good office to consider my application for a scholarship to support my post-graduate study.

 I have decided to further my academic degree and attend graduate school because [EXPLAIN HERE BRIEFLY WHY YOU’RE PURSUING A POST-GRADUATE STUDY]. I believe that I have the necessary competencies that will help me in accomplishing a Master’s Thesis/Doctoral Dissertation. My alma mater provided me with the essential knowledge and skills to finish my undergraduate thesis, and now I hope to hone these to further advance my academic career.

 [STATE YOUR ACADEMIC ACHIEVEMENTS, EXTRA-CURRICULAR ACTIVITIES, AND OTHER REASONS WHY THEY SHOULD PICK YOU]. Moreover, [STATE OTHER REASONS HERE].

 Thank you for taking the time to read my letter. It is a privilege to be given this chance to apply as one of your scholars. I am looking forward to hearing from you.

Sincerely,

[Signature over Printed Name]

[Address]

[Contact Details]