

SAMPLE FORMAT FOR REQUESTING SCHOLARSHIPS

Campus Ministers: Please use the basic format of this letter to assist your students in requesting scholarships. It might be helpful for you to adopt this format for your campus retreats for recordkeeping of scholarship activity on the campus level. The areas marked with instructions in asterisks – *...* - are for guidelines and need not be included in a student letter. The underlined areas are to be completed by the student.

Student Name

Address (best address to mail information)

City, State, Zip

Month, Date, Year

Addressee

Address

City, State, Zip Code

RE: LTC Scholarship Request

Dear _____:

INTRODUCTION

I would like to request _____ to consider this letter as a request for a scholarship so I may attend the upcoming Leadership Training Conference. I am requesting a scholarship in the amount of \$_____. Enclosed is my registration with my check for \$_____ which is the portion that I am able to pay.

REASON

I have contacted the sources suggested to me by my campus minister, my church, my family and friends. At this time, I am unable to find enough support from these sources and am contacting AACF for assistance. The reason I need a scholarship is:
Sample reason – As I am attending school full-time and do not have time to work to raise my support, I would like to request a scholarship. My church has already sent in a small portion towards my attendance as well and my family is supporting me and my five siblings as we all attend college.

Please consider my scholarship request. You may contact me by email at *email address* or by phone at *phone number*. I look forward to how the Lord will care for this matter, and for your consideration of this request.