

## Sample Letter of Application for Scholarship / Bursary / Funding

Your address  
City, Province,  
Postal Code

Date

Dear Scholarship/Bursary/Funding Committee (or use the name of the person you are addressing);

### **First Paragraph – identify what you are applying for**

I am writing to you today with regards to the [Name of scholarship/bursary/funding program] because [your reason for applying].

### **Second paragraph (or combine with first paragraph) – explain your goals**

I want to pursue a degree (or career) in [program you are pursuing] because [describe your interests and goals]. Talk about what you hope to do with this career or how it could benefit others (i.e. return to the north to fill a need such as health care, educators, trades, or other specialty field that is needed). If you are applying to funding for an entrepreneurial venture outline the concept and benefits to the community.

### **Third paragraph – talk about yourself, including what the committee wants to know about you.**

Tell about your important life experiences, your activities in school, your community involvement, volunteer work and what you've learned from these experiences. Emphasize any responsibilities you have had or awards you have received. Answer any questions the scholarship committee wants to know about you. [Were there prompts or guiding questions to be answered? Address them here.]

### **Fourth paragraph – make a case for your financial need**

Share the costs you've estimated schooling will require. If you have any extenuating circumstances such as multiple siblings, single parental income, a career path that requires multiple degrees. You can mention part-time work that you've done/currently do towards your financial needs but clarify there will be a short-fall and the money is needed to pursue your goal.

### **Fifth paragraph – summarize how you have met their requirements**

I have met all of the qualifications and have included [list items, if any, you are attaching to back up what you've referred to in your application]. Add any other information they have requested, such as names of references and contact information.

### **Six paragraph – show appreciation for consideration of your application**

Thank you for your time and consideration of my scholarship/bursary application. I look forward to hearing from you.

### **Professional Closing**

Sincerely / Kind Regards / Thank You,

(Your Signature)

Your Name  
Contact Information