

Scholarship Application Cover Letter

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Application for Scholarship

Richard Anderson,
1234, West 67
Street,
Carlisle, MA 01741,
(123)-456 7890.

Date: 1st May, 2005.

Mr. John Smith,
CS Department,
257, Park Avenue South,
New York, NY 12345-6789.

Dear Mr. Smith:

My name is Richard Anderson, and I am a citizen of Ukraine currently enrolled at MS university in city. I am sending you my completed application form for the undergraduate (graduate) degree program in field.

I have taken the TOEFL on 20th Dec, 2017 and SAT (GRE, GMAT) on 12 Jan, 2017. Official score reports for these tests will be sent to your university.

As you know, the currency in Ukraine is nonconvertible. Therefore, I am not in a position to pay for the required application fee. I would ask that your department and the office of undergraduate (graduate) admissions give full consideration to my application without this fee.

I have noted on the application form that I am applying for full financial support from the university to cover tuition and living expenses. Due to my financial situation, I am totally reliant on the generosity of the university to support my studies. I would ask you to consider me for any scholarships, (teaching assistantships, or research assistantships) or other awards for which I am eligible.

At all times, I will try to stay in touch with you phone, fax or e-mail to monitor the progress of my application.

Thank you very much for your attention to all these matters and for your consideration of my application. I look forward to hearing from you soon.

Sincerely,

[Signature]

Richard Anderson