

Letter of Intent for Scholarships

Format Template | Collegedunia Study Abroad

Use this structure for any scholarship Letter of Intent. Replace the bracketed prompts with your own details. Keep it to one page, around 400 to 600 words.

1. Your Header and Date

[Your full name] • [Address] • [Email] • [Phone]
[Date]
[Scholarship committee name] • [University or funding body]

2. Opening (Salutation and Hook)

Dear [Scholarship Committee / Selection Panel],
Open with who you are and the exact scholarship you are applying for, plus one line on why it matters to you. State the scholarship name precisely.

3. Academic and Professional Background

Summarise your degree, key achievements, grades or rank, and any research, projects or work experience relevant to the scholarship's field.

4. Goals and Fit

Explain your short-term and long-term goals, and connect them directly to the scholarship's mission, values or focus area. Show why you are the right match.

5. Financial Need (if required)

If the scholarship is need-based, state your financial situation briefly and factually, and how the award will make your study possible.

6. Contribution and Closing

Say what you will contribute to the university, community or field, thank the committee, and confirm your commitment. End with a professional sign-off.

7. Signature

Yours sincerely,
[Your full name]

Quick rules: one page only • formal tone • name the scholarship exactly • use specific numbers and examples • proofread twice • match every claim to the scholarship's stated values.