

Asking for a scholarship (Formal Email)



To: _____.

From: _____.

Subject: _____.

Dear Ms. _____:

As it is a formal email, use a colon (:)

I hope you are having a(n) _____! I **would like to** apply for the _____.

I know **this program is about** _____.
I have been looking for this big opportunity **since** _____.

I want to know _____ that I have to follow, and _____ I will need to apply.

Is it possible for me to apply from _____ City? _____ is the deadline?

Please, let me know _____.

Best regards,

Your name

Your phone number

Your website or
email address

Capitalize Nouns, Adjectives, Adverbs and Verbs in the Subject Line.