

SAMPLE REQUEST LETTER TO A COLLEGE

August 20, 1998

Mr. Adam Doe
Office of Admissions
Sample Community College
One College Park
Little Rock, Arkansas 72201

Dear Mr. Doe:

I am interested in your institution and would appreciate you sending me the following materials:

a catalog
an admission application
financial aid information (examples of information you might request)
institutional scholarship information
athletic scholarship information
a dormitory brochure and application

My personal profile, below, will give you a general picture of my academic and extracurricular activities:

Address:	123 Elm Road, Nashville, Tennessee 37206
Social Security:	010-10-1010
High School:	Antioch High
H.S. Counselor:	Mr. Richard Smiley
Graduation Date:	05/98
Test Scores:	ACT-21
Class Rank:	Top 50%
GPA:	2.9 on a 4.0 scale
AP Courses:	English
Main Activities:	Archery, 4-H Club, track team
Academic Interests:	Agriculture, education, coaching
Comments:	I am a hard worker and I am motivated to learn. I will be the first in my family to attend college.

Thank you very much and I look forward to hearing from you soon.

Sincerely yours,

Your name

Arkansas Student Loan Authority
101 E. Capitol Ave., Suite 401, Little Rock, Arkansas 72201
1-800-443-6030 / www.asla.state.ar.us

SAMPLE LETTER OF INQUIRY FOR OUTSIDE SCHOLARSHIPS

This letter provides a sample format for an inquiry about private student aid funds. Of course, you must identify foundations and organizations that offer such assistance. You can get help finding the names and addresses of sources from a reference librarian. Once you have obtained that information, you will need to modify this letter in order to customize it to your own background and needs by replacing the text printed in boldface below.

Date

**Mr. T. Sample, Director
XYZ Organization
Moneytown, USA 99999**

Dear Mr. Sample:

I am writing with regard to any student assistance that the XYZ Organization may offer to post-secondary bound students.

(Enter a concise paragraph about your background and goals. Identify how you meet the requirements of the organization's financial aid program. If this is a letter to find out if the organization even offers aid, write a short paragraph about how your background and ambitions coincide with the mission of that organization.)

Please forward information to me about financial assistance available through the **XYZ Organization**, including how I might apply and any deadlines for applying for the **19XX-20XX** academic year. If you require any further information, please do not hesitate to contact me.

Thank you.

Sincerely,

**Your Name
Your Address
Your Telephone Number**