



How to Write a Scholarship Letter

LYNN
UNIVERSITY

We are often asked about how to write a letter to appeal for scholarship funding. A scholarship appeal letter is your opportunity to connect with an organization to convince them of your suitability to receive scholarship funding. This one page can not come across as too direct or harsh. It needs to convey a sense of belief in your ability. It must also illustrate a belief that the scholarship funds would have a positive impact in your studies. Ideally, the letter would illustrate how the scholarship would ultimately help you achieve academic success and thus career dreams.

If time is short and you do not have time to research different organizations in depth, you can consider copying and pasting a standardized email about yourself to different organizations. If you follow this route, it is important that your email is general enough so that it does not indicate carelessness or exclude you from being considered by an organization. For example, while it may be wise to share how you always wanted to captain your own cruise ship to someone in the cruising industry, it would not help your appeal sending such information to the aviation industry.

Recommended issues to cover

- Introduce who you are and why you are attending Lynn University
- Outline a little about your background and family
- Explain why you are in need of scholarship funding
- Explain how a scholarship could help you achieve your dreams.
- Outline your admiration for the organization that you are writing to and why you have specifically chosen them to write to
- Thank them for their consideration.

Tips

- Address the scholarship email to an individual. Research the name of the person you are emailing when possible, rather than Sir/Madam.
- Do not write too much. You do not want the reader to get bored!
- Be positive about yourself and how you can make a difference.
- Try to make it evident that you are familiar with the organization you are emailing.

Essential

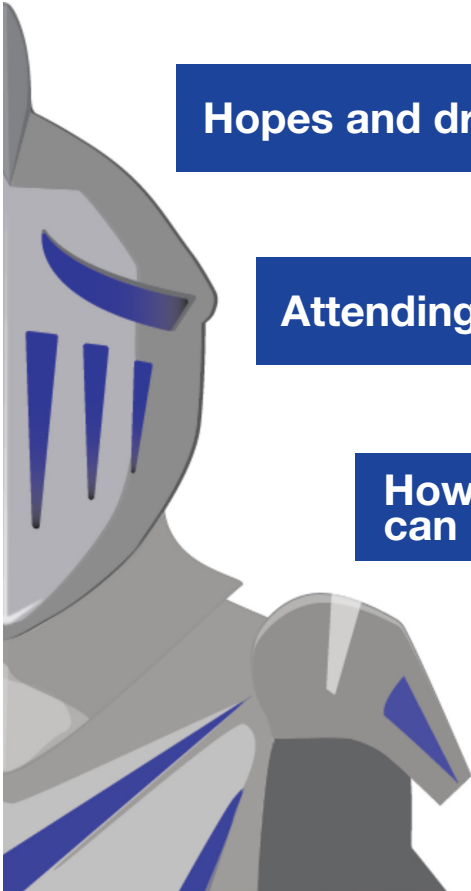
- Make sure to run your email through a spellcheck before sending
- Run the email through Grammarly
- Review the email one last time before sending
- If sending a large volume of emails, make sure you are sending the correct email to the correct organization

All about you

Hopes and dreams

Attending university

**How a scholarship
can help**



Always seek to address your email to a specific person. If a letter, include the date. If you do not have a name, use Sir/Madam

Dear Sir / Madam,

I have always dreamed of becoming a pilot. From my earliest memories, I can remember spending hours at the airport watching the different planes land and take off. On my ninth birthday, I recall promising myself that I would fly one of those planes one day. Today, I stand on the precipice of achieving my lifelong dream. I am 2 years away from completing my degree and becoming a certified commercial airline pilot.

I send this email to appeal for any financial support in the form of a scholarship that you may be able to provide. Similar to other students, the last number of years have been particularly challenging. My father lost his job during the pandemic, and while he has since found a new position, my two siblings are about to embark on the university experience. I have taken out a number of student loans to fund my education to this point, but am concerned about over extending myself before I even graduate.

Your financial support would truly help me to fulfill my dreams. I have spent the last number of months working part time on campus in order to raise funds to help pay for my tuition next year. While working 20 hours a week has proved challenging, I have still managed to maintain my high GPA. This work opportunity has provided invaluable experience, but unfortunately it does not generate sufficient funding to cover all of my university expenses. I am able to cover my tuition and living expenses, but the necessity to complete a minimum number of hours of air time in order to graduate and become certified as a pilot is proving more challenging.

While my dream is to become a commercial airline pilot, I understand that this will not happen overnight. I have mapped out my career path with many steps planned, including volunteering to fly medical supplies around the country when needed. This I see as my way of giving back to all those who have helped me along my journey.

Colin Powell once shared that "A dream doesn't become reality through magic; it takes sweat, determination and hard work". I know that with your support, my dreams of today could become a reality of tomorrow.

Should you have any questions, please do not hesitate in contacting me. I look forward to hearing from you.

Sincerely,

A Student

Outline who you are and why you are sending an email.

Make your appeal, and the reason for the appeal.

Outline how could the scholarship support help you and make a difference.

How can you give back or repay the benefit of receiving a scholarship?

Find a good quote to help inspire and end the appeal on a positive note. It may also be an idea to offer to send a resume.