

Assignment title: Write an email to the admission committee of Harvard to obtain a full ride scholarship.

From: " [REDACTED] mshafiatmohamed@gmail.com)

To: <college@fas.harvard.edu>

Subject: Request for obtaining a full ride scholarship.

Dear Sir/Madam,

I'm Shafiat, a class of 2026 applicant who recently had the glorious opportunity to get accepted at Harvard. I believe, my academic accolades, international awards on astrophysics and my recent paper on artificial intelligence and my teachers' recommendations have distinguished me enough from a sea of applicants.

Unfortunately, it is impossible for me to pursue such an education without adequate financial aid. As Harvard gives scholarships solely based on the family income of an applicant and provides full-ride to students whose family earns less than \$60,000 a year, I believe I qualify for the full ride scholarships. As per your kind instructions I'm attaching my parent's tax return documents, College Scholarship Service (CSS) profile, and my PDF of common application.

I shall be ~~than~~ grateful enough if you kindly look into the required documents and assist in making my Harvard education a reality.

Please do let me know if I am required to submit any additional documents.

Yours Faithfully,

~~be a ...~~

Rajuk Uttara Model College
Department of English
Guidelines for writing Email of 10th Week
For Class XII (HSC-2022)

Basic instructions:

Students are strongly advised to follow the given instructions

- i. Must use A4 size paper
- ii. Write on only one side of a page
- iii. Use only a black ink ball pen to write
- iv. Use of fluid or correction is prohibited
- v. Use standard Vocabulary of Formal English
- vi. Maintaining the margin of the page is a must

☐ Maintain proper format of Formal Email as provided by the Department

- From
- To
- Cc
- Bcc
- Sent
- Subject
- Attachment
- Main Body

☐ The body of the email should include necessary information for being eligible for a full bright Scholarship and include the following things:

- Use proper salutation
- Describe your academic achievements
- Describe your participation in Co-curricular and Extra-curricular activities
- Describe your strength and leadership quality
- Describe your Self-dependence and motivation for higher studies abroad
- Mention Course Name
- Session
- Subject
- Show your limitations of fund
- mention the record of your excellent academic performance including regular attendance and highest grades
- Request to send application forms, submission deadlines, and any other information necessary to complete a proper application for the full bright scholarship programs for international students of developing countries.
- Above all, the main body of the email should be argumentative and convincing within 120 words. You should use 2/3 pages for the email.

Send attachment of these document

- ❖ SSC certificate
- ❖ HSC certificate
- ❖ Passport documents
- ❖ Birth certificate/NID
- ❖ Certificates of Co-curricular activities and extra-curricular activities
- ❖ Recommendation Letter
- ❖ Language Proficiency Test Result (IELTS)

P.S. Certificates should be in pdf format

Regards
Syeda Farhana Rahman
Associate Professor & Head of English Department